Amended as on 22-01-2025

SHARDA UNIVERSITY

(https://www.sharda.ac.in)

MANUAL

OF

HUMAN RESOURCE ADMINISTRATION POLICIES AND REGULATIONS

Plot No. 32, 34, Knowledge Park-III,
Greater Noida – 201310 (U.P.) **INDIA**

Sharda University

Manual of HR Administration Policies and Regulations

Following amendments/ additions have been incorporated in the 'Manual of HR Administration Policies and Regulation' of Sharda University (as on 27th meeting of the Executive Council held on 12.12.2024):

Chapter no.	Name of Chapter	Subchapter		Amendments/ Additions		Reference of Executive Council	Page no.
4	**Terms & Conditions Of Service Of The Officers/ Teaching / Non-Teaching Staff Of The University**	4.3.1	Teaching	3 (ii)	Professor (Scale Rs. 37400-67000): (Stage IV - AGP of Rs. 9000 to Stage V - AGP of Rs. 10000)	vide 27th EC / Item 27.6 /12.12.2024	13
6	**Discipline and related Matters**	6.3	Disciplinary Action	6.3.1 (vii)	Teachers of the University:	vide 26th EC / Item 26.7 /26.04.2024	39
6	**Discipline And Related Matters**	6.3	Disciplinary Action	6.3.1 (x)	Teachers of the University:	vide 27th EC / Item 27.6 /12.12.2024	39

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DEFINITIONS:

Unless there be something repugnant to the context, the terms used in these rules shall have the meaning as defined here under:

(i) 'Age of Superannuation' means the age on which an employee shall retire from the regular service of the University.

(ii) 'Appointing Authority' in relation to a post means an authority to which the power to make appointment to the said post has been delegated by the Executive Council of the University.

(iii) 'Competent Authority' in relation to the exercise of a power means an authority to which said power has been delegated.

(iv) 'CTC' means the annual emoluments paid by the university and may include the basic pay, dearness allowance, house rent allowance, gratuity, PF, ESI and any other allowance applicable from time to time;
provided that in respect of employees who have been appointed temporarily for a specified period, the CTC shall be equal to the monthly emoluments calculated on the basis of terms and conditions specified in the contract.

(v) 'Dean' means the head of the constituent School.

(vi) 'Executive Council' means the Executive Council of Sharda University duly constituted in accordance with the University Act and Statutes framed there under.

(vii) 'Employee' shall include teaching and non-teaching staff of the University holding a regular post substantively, or on officiating basis or on probation.

(viii) 'Probationer' means an employee employed on probation against a regular post.

(ix) 'Regular Post' means a post on regular establishment sanctioned by the University and carrying a definite scale of pay.

(x) 'Substantive appointment' means an appointment made against a regular post by following the due process, as laid down in the University Statute, Ordinances and Manuals.

(xi) 'Temporary Position' means a post held on temporary or on officiating basis without going through the regular selection process.

(xii) 'Traveling Allowance' means an allowance granted to the employee to defray the expenses on out station official journey.

(xiii) 'University' means Sharda University Greater Noida, Uttar Pradesh.

1. VISION, MISSION AND CORE VALUES

1.1 VISION OF SHARDA UNIVERSITY:

To serve the society by being a global University of higher learning in pursuit of academic excellence, innovation and nurturing entrepreneurship.

1.2 MISSION OF SHARDA UNIVERSITY:

1.2.1 Transformative educational experience

(i) Developing deep disciplinary knowledge, problem solving ability, leadership, communication and interpersonal skills.

(ii) Strengthening the flexible credit-based system for interdisciplinary learning to enrich academic experience.

(iii) Ensuring student participation in career enhancement activities through exchange programs, student enterprise, volunteering and work-based learning.

(iv) Focusing on strong mentor-mentee relationships which enhance overall personality of the students and equip them to face future challenges.

(v) Encouraging students to become lifelong learners and imbibe essential skills to serve the society at the highest level.

1.2.2 Enrichment by educational initiatives that encourage global outlook

(i) To create an environment where students and employees of diverse backgrounds live, study, learn, and socialize together.

(ii) To encourage pursuit of knowledge and support the development of curricula from global perspective.

(iii) To invest in faculty development to up skill them in designing and developing curricula, pursuing research, and offering experiential learning.

(iv) To strengthen the student-welfare activities, academic counselling and administrative support services that contribute to holistic development of today's students as future responsible citizens.

1.2.3 Develop research, support disruptive innovations and accelerate entrepreneurship

(i) Create high-quality and flexible collaborative research space and culture that enable and promote knowledge creation.

(ii) Encourage involvement of students in research.

(iii) Seek funds and grants from research, consultancy and other sources for balanced and sustainable growth of the University.

(iv) Strengthen entrepreneurial and innovation culture among students and employees.

(v) Create mechanisms to stimulate meaningful bottom-up and top-down collaborations among academic, staff and students with diverse disciplinary backgrounds.

(vi) Explore opportunities to apply knowledge to promote private and public partnership.

(vii) Enable students to explore and acquire leadership qualities.

1.2.4 Seeking beyond boundaries

(i) Promoting our global communities as active ambassadors of higher education.

(ii) Leveraging the alumni network to assist development of innovative curricula and research initiatives that will better prepare our students to become global citizens.

(iii) Establishing and maintaining close cooperation among academia and private and public sector industries by contributing through academic findings and developments.

(iv) To empower each student to discover their individual potential by providing opportunities for collaborative-learning beyond the classroom, in the broader community - across the diverse spectrum of disciplines.

1.3 CORE VALUES OF SHARDA UNIVERSITY

(i) **Integrity**: Ability to realize the greater good in our actions and look at our work and ourselves holistically.

(ii) **Leadership**: We believe in cultivating a culture of genuine sincerity, trust and collaboration at all levels through value based leadership.

(iii) **Diversity**: We respect and encourage diversity among students, teaching members and staff to promote cross-cultural environment.

(iv) **Community**: We serve our society while respecting rights of everybody.

2. HUMAN RESOURCE ADMINISTRATION

2.1 HUMAN RESOURCE PHILOSOPHY:

(i) We believe that Human Resources at Sharda is an asset which needs constant grooming, encouragement for lifelong learning and must cater to a lifelong commitment in teaching, research and administration.

(ii) We believe that equitable and fair treatment of people at work leads to harmonious work culture and the policy ought to be based on performance oriented assessment of competence, commitment and flexibility, which are pre-requisite to organizational effectiveness.

(iii) We value and respect each person as an individual and encourage diversity of culture, thought and behavior, circumscribed only by code of ethics and overall performance.

2.2 HUMAN RESOURCE POLICY:

(i) We view the teaching staff as core to our being, repository of our vision, mission, competence and value system.

(ii) We look forward to young, talented and vibrant individuals who are suffused with values and commitment.

(iii) We seek those who are passionate about teaching and overall development of students into good human-beings.

(iv) We value and encourage dedicated and enthusiastic staff members for their untiring efforts towards overall growth of the University.

(v) We expect commitment to lifelong learning and application of knowledge to improve the quality of human existence.

2.3 FACULTY COMPETENCY ALIGNMENT FRAMEWORK: MAPPING TEACHING & MENTORING EXCELLENCE WITH VISION, UN SDGS & VIKSIT BHARAT@2047

Faculty as the Trunk, Framework as the Root – A Living Tree of Educational Excellence - At the heart of every Higher Education Institution stands its faculty—the trunk that supports the weight of knowledge, innovation, and student development. This proposed framework acts as the root system—deeply anchored in values, aligned with vision, and nourished by national-global expectations.

Together, they form a living tree that produces Sharda University's most vital outcome: empowered, ethically mentored, and future-ready students. We believe

that when the trunk (faculty) and root (framework) are in alignment, the tree (University) flourishes holistically—academically, ethically, and institutionally.

The framework represents a proactive institutional response—rooted in empathy, regulatory foresight, and pedagogical excellence. It seeks to:

- Address the evolving emotional and academic needs of Gen Z learners
- Define 10 core faculty skill sets grouped into three clusters:
    1. Teaching & Mentorship Excellence
    2. Research, Innovation & Academic Scholarship
    3. Social Impact, Lifelong Learning & Leadership
- Map competencies to Bloom's taxonomy, guiding both curriculum design and faculty evaluation
- Align directly with:
    a) Sharda University's Vision, Mission & Core Values
    b) United Nations Sustainable Development Goals (SDGs)
    c) Viksit Bharat@2047 national priorities
    d) NAAC, NIRF, NEP 2020, and statutory quality frameworks

Our faculty members already embody these 10 skill sets and demonstrate them commendable across teaching, research, and community engagement.

However, this framework presents a constructive and systematic articulation of these competencies—grouped into three meaningful clusters and explicitly aligned with Sharda University's Vision, national priorities (Viksit Bharat@2047), and the UN Sustainable Development Goals.

It reflects our institutional preparedness and commitment to continuous improvement. We regularly orient and engage our faculty through academic meetings and developmental sessions to reinforce these values in practice.

Alignment of Faculty Competencies with Sharda University's Vision, Mission, Core Values, SDGs & Viksit Bharat@2047

Skill Set – Faculty Members	Role of Teacher for Gen Z Students	Bloom's Domain	Bloom's Level	SDGs & Viksit Bharat (Explicit Faculty Action & Impact)	SU's Vision	SU's Mission	SU's Core Values
Cluster – I Teaching & Mentorship Excellence							
1. Student-Centric Teaching Pedagogy & Active	Design engaging, hands-on, collaborative	Psycho motor & Cognitive	Evaluate	• **SDG 4 (Quality Education)** - Develop student-focused lessons that promote critical thinking and skill mastery.	✓	1,2	**Integrity, Leadership, Diversity, Community**

Learning Strategies	PBL/CBL experiences			• **SDG 10 (Reduced Inequalities)** - Adopt inclusive pedagogies ensuring every student can thrive. • **Viksit Bharat** - Equip youth with future-ready skills for India's socio-economic progress.			
2.Effective Communication & Mentorship Skills	Offer supportive, transparent guidance & mentoring	Affective	Apply	• **SDG 5 (Gender Equality) -** Mentor all students fairly, fostering equity in career guidance. • **SDG 16 (Peace, Justice & Strong Institutions) -**Role-model transparent communication and ethics. • **Viksit Bharat —** Nurture future leaders with integrity and communication prowess to contribute to a just, participatory society.	✓	1,2	Integrity, Diversity
3. Global & Cross-Cultural Competence	Develop students' global awareness & empathy	Affective	Analyze	• **SDG 17 (Partnerships) -** Encourage international exchange and collaborative projects. • **SDG 10 (Reduced Inequalities)-** Sensitize students to diverse cultures, creating inclusive mindsets. • **Viksit Bharat —** Prepare globally-competent youth who can lead India into international collaboration and trade partnerships.	✓	2,4	Diversity, Community
Cluster – II : Research, Innovation & Academic Scholarship							
4.Innovation & Entrepreneurial Mind set	Foster innovation, entrepreneurship, and startup skills	Cognitive & Psychomotor	Create/ Evaluate	• **SDG 8 (Decent Work & Economic Growth) -** Encourage students to innovate and create startups. • **SDG 9 (Industry, Innovation & Infrastructure) -** Develop projects that help build India's innovation economy. • **Viksit Bharat -** Cultivate an entrepreneurial culture, generating future jobs and new-age solutions.	✓	1,3	Leadership, Community
5. Research Competency & Grant-Writing Skills	Develop research capacity and innovation-driven mindset	Cognitive & Psychomotor	Apply	• **SDG 9 (Industry, Innovation) -** Support research in key domains that will fuel India's innovation capacity. • **SDG 2 (Zero Hunger) & SDG 6 (Clean Water) -** Engage students in meaningful applied research with societal impact. • **Viksit Bharat -** Empower students and faculty to produce impactful research driving India's growth and sustainability goals.	✓	3	Integrity, Leadership
6. Problem-Solving &	Help students	Cognitive &	Analyze	• **SDG 13 (Climate Action) -** Develop case studies and	✓	1,3,4	Leadership, Community

Critical Thinking Skills	tackle complex, real-world sustainability challenges	Psycho motor		challenges tackling climate and sustainability issues. • **SDG 12 (Responsible Consumption) -** Teach students to optimize resources and minimize waste. • **Viksit Bharat -** Foster a youth mindset that addresses sustainability & resilience for India's green future.			
7. Deep Subject Expertise & Interdisciplinary Knowledge	Share deep, broad expertise and connect knowledge across domains	Cognitive	Understand	• **SDG 14 (Life Below Water) & SDG 15 (Life on Land) -** Encourage curricula that integrate ecology, conservation, and sustainability. • **SDG 2 (Zero Hunger) -** Teach food security innovations across disciplines. • **Viksit Bharat -** Develop domain experts who can collaborate to solve India's environment and sustainability challenges.	✓	1,2	Integrity, Leadership
Cluster – III : Social Impact, Lifelong Learning & Leadership							
8. Industry & Community Engagement Skills	Connect students to real- world projects and local communities	Psycho motor & Affective	Apply	• **SDG 11 (Sustainable Cities & Communities) -** Guide community-centered projects, solving local problems. • **SDG 7 (Affordable & Clean Energy) -** Partner with industries working on clean energy, sustainability initiatives. • **Viksit Bharat -** Create an education-industry-community link that drives grassroots innovation and holistic nation-building.	✓	3,4	Community, Integrity
9. Commitment to Lifelong Learning	Inspire continuous self- growth & adaptability	Affective	Evaluate	• **SDG 3 (Good Health & Well-Being) -** Promote mental well-being, balance, and continuous skill enhancement. • **SDG 4 (Quality Education) -** Role-model lifelong upskilling for students. • **Viksit Bharat -** Build a culture of continuous improvement and health for a future-ready youth**.**	✓	1,2	Integrity, Leadership
10. Ethical Conduct & Integrity & Integrity	Role-model ethics, empathy, transparency	Affective	Evaluate	• **SDG 1 (No Poverty) -** Inspire socially conscious behavior & decisions. • **SDG 16 (Peace, Justice & Strong Institutions) -** Uphold ethics to contribute to just and transparent governance. • **Viksit Bharat -** Develop citizens who lead with integrity and help shape India as an equitable, peaceful, and prosperous nation.	✓	1,4	Integrity, Community

This framework identifies **10 key faculty skill sets** fully aligned with Sharda University's Vision and Mission, ensuring a holistic academic experience for Gen Z learners. **Six skill sets target higher-order thinking (Analyze, Evaluate, Create)** to foster innovation and critical problem-solving. Every skill set is also mapped to all **17 UN SDGs** and supports the goals of **Viksit Bharat@2047**, preparing students to contribute meaningfully to sustainable national and global progress.

2.4 RECRUITMENT POLICY:

Our recruitment policy aims at ensuring;

(i) that we select the best among the available candidates through a fair selection process as laid down in the Statutes.

(ii) that in addition to academic credentials, we assign appropriate weightage to experience in industry and research while making selections to teaching positions.

(iii) that our recruitment process is solely based on merit, qualification, trait and competency required for the given job profile; and will not be biased to an applicant's or employee's gender, caste, religion, age (adhering to statutory norms), marital status, nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability, proximity to another employee, etc.

Sharda University has a commitment to provide equal opportunities to all applicants and it seeks to foster diversity and capability in terms of qualification, experience and skill among the workforce.

2.4.1

(i) The requirement of teaching staff in each School or Department, and all internal promotions due shall be placed before the Vice Chancellor for his approval, whereas similar matters relating to non-teaching staff shall be placed before the Registrar, for his consideration and decision.

All regular/contractual appointments of teaching and non-teaching staff shall be made on the recommendation of the duly constituted Selection Committee as defined under the Statutes.

Appointment / Promotion beyond the sanctioned strength may be made, in exceptional cases, with the approval of the Chairman, Executive Council.

(ii) Recommendations of Selection Committees will be placed before the Executive Council for its approval; provided that in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision;

provided further that the Executive Council may authorize the Vice-Chancellor to approve the minutes of the Selection Committees and place them before the Executive Council in its next meeting.

(iii) The University shall advertise the vacancies on the University website as per the norms prescribed by the UGC or any other regulatory body.

(iv) The University shall be authorized to appoint a selected person on such terms and conditions as may be determined by the University.

3. CLASSIFICATION & CADRE OF UNIVERSITY OFFICER AND STAFF

3.1 OFFICERS OF THE UNIVERSITY:

(i) Chancellor
(ii) Pro-Chancellor
(iii) Vice-Chancellor
(iv) Pro-Vice-Chancellor
(v) Registrar
(vi) Dean of School
(vii) Dean Students' Welfare
(viii) Director
(ix) Controller of Examinations
(x) Chief Proctor
(xi) Finance Officer
(xii) Head of the Department
(xiii) Dean, Academic Affairs
(xiv) Dean, Research and Development

3.2 CADRE OF TEACHING STAFF:

(i) Professor Emeritus
(ii) Distinguished Professor
(iii) Adjunct Professor
(iv) Professor
(v) Associate Professor
(vi) Assistant Professor

3.3 CADRE OF NON TEACHING STAFF:

(i) Deputy Registrar & equivalent
(ii) Assistant Registrar & equivalent
(iii) Administrative Officer & equivalent
(iv) Sr. Executive Assistant & equivalent
(v) Executive Assistant & equivalent
(vi) Office Assistant & equivalent

3.4 CADRE OF OTHER TEACHING / NON-TEACHING STAFF:

(i) Medical Superintendent
(ii) Dy. Medical Superintendent

(iii) Director
(iv) Dy. Director
(v) Senior / Junior Research Fellow
(vi) Lecturer
(vii) Tutor
(viii) Demonstrator

3.5 CADRE OF SPORTS AND PHYSICAL EDUCATION STAFF:

(i) Director
(ii) Dy. Director
(iii) Assistant Director
(iv) Sports Officer

3.6 CADRE OF LIBRARY STAFF:

(i) Librarian
(ii) Dy. Librarian
(iii) Assistant Librarian
(iv) Professional Assistant Library
(v) Semi Professional Assistant Library
(vi) Library Assistant
(vii) Jr. Library Assistant
(viii) Library Attendant

3.7 CADRE OF LABORATORY STAFF:

(i) Technical Officer
(ii) Sr. Technical Assistant
(iii) Technical Assistant
(iv) Laboratory Assistant

4. TERMS & CONDITIONS OF SERVICE OF THE OFFICERS/ TEACHING / NON TEACHING STAFF OF THE UNIVERSITY

4.1 GENERAL:

Sharda University considers it expedient to define, with sufficient accuracy and comprehensiveness, the conditions of employment under it and to make the said conditions known to its existing and prospective employees. The TERMS &CONDITIONS OF SERVICE as laid down herein under shall be applicable with effect from the date of notification of the Manual of Human Resource Administration Policies and Regulations.

4.2 RECRUITMENT AND QUALIFICATIONS FOR APPOINTMENT:

4.2.1 Officers of the University:

Appointment of officers to the functional positions in the University shall be in accordance with the provisions laid down in the Act and / or Statutes.

4.2.2 Teaching:

(i) The direct recruitment to the posts of Assistant Professor, Associate Professor, Professor and Senior Professor in the University shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the University Statutes, Ordinances and Regulations.

(ii) The minimum qualifications required for the posts of Assistant Professor, Associate Professor, Professor and Senior Professor will be those as specified by the University Grants Commission or any other relevant statutory authority.

(iii) The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions;
provided, the candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation, 2009, as amended from time to time, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation,2016, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor or any equivalent position in the University;

provided further that the award of degree to candidates registered for Ph.D. Program prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in the University, subject to the fulfillment of the following conditions:

a) The Ph.D. degree of the candidate has been awarded in regular mode only;
b) The Ph.D. thesis has been evaluated by at least two external examiners;
c) An open Ph.D. viva voce of the candidate has been conducted;
d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR/ICAR or any similar agency.

The fulfillment of these conditions is to be certified by the Competent Authority of the University.

(iv) The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

(v) A minimum of 55% marks (or an equivalent grade in a point scale) at Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently- abled) categories for the purpose of eligibility and for assessing good academic record for recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedure.

(vi) A relaxation of 5% may be provided (from 55% to 50% of the marks) to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.

(vii) A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

(viii) The Ph.D. Degree shall be a mandatory qualification for the appointment and promotion to the post of Professor.

(ix) The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor.

(x) The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Stage 3) in the University.

(xi) The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in University.

(xii) The time taken by candidates to acquire Ph.D. Degree shall not be considered as teaching/ research experience for appointment to the teaching positions.

(xiii) Further, the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.

(xiv) Regular teaching staff up-to twenty per cent of the total teaching strength (excluding teaching on medical / maternity leave) shall be allowed to take study leave for pursuing Ph.D. degree.

(xv) In exceptional cases, where a deserving candidate brings extra-ordinary Academic/Corporate credentials (e.g. international academic experience), any or all of the above mentioned criteria may be waived off by the selection committee on merit of each case.

The norms for direct recruitment in the teaching disciplines mentioned below shall be referred from the **Annexure-1**:

a) ARTS, COMMERCE, HUMANITIES, EDUCATION, LAW, SOCIAL SCIENCES, SCIENCES, BIOTECHNOLOGY& SCIENCES, LANGUAGES, AGRICULTURE, VISUAL ART & OTHER TRADITIONAL ART FORMS
b) JOURNALISM & MASS COMMUNICATION AND DRAMA
c) ENGINEERING & TECHNOLOGY AND MANAGEMEMENT
d) ARCHITECTURE & PLANNING
e) DESIGN
f) PHARMACY
g) MEDICAL SCIENCES
h) DENTAL SCIENCES
i) NURSING
j) ALLIED HEALTH SCIENCES

NOTE - Manual of Human Resource Administration for medical wing–School of Medical Sciences& Research, School of Dental Sciences, School of Nursing Science & Research and School of Allied Health Sciences, is being notified separately.

4.2.3 Non-Teaching:

Appointment to all non-teaching positions (including statutory positions) shall be in conformity to the regulations prescribed by the UGC or the Statues of the University, following a staffing pattern as decided by the Competent Authority, from time to time.

Promotions in the non-teaching cadre shall be in accordance with the laid down Career Framework, as at **Annexure-2,** subject to vacancy against an open position, as prescribed in the staffing pattern.

4.3 PROMOTION UNDER CAREER ADVANCEMENT SCHEME:

4.3.1 Teaching

Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and

stage 3), provided they are assessed and fulfill the eligibility and performance criteria as laid down.

The following scheme has been approved for stage up-gradation/ promotion in the grades of Assistant Professor/Associate Professor/Professor in Sharda University.

1. Assistant Professor (Scale Rs. 15600-39100):

A. Stage I - AGP of Rs. 6000 to Stage II - AGP of Rs. 7000

Assistant Professors holding Ph.D. degree with a minimum of 4 years of service or a M.Phil. or PG degree holder (respective professional program) with a minimum of 5 years at Stage 1 would be eligible consideration for up-gradation to stage II. Further, the fifty percent of the service rendered in the same or equivalent level in any other institution may be counted for the purpose.

The other qualifying conditions would be as under:

(i) Consistent scores of not below the level SATISFACTORY in PARS-F during the last three years of continuous service in the stage.

(ii) At least one Faculty Development Program (FDP) of minimum 5 days' duration, or at least one 'Massive Open Online Course' (MOOC) of 20 hours' duration, duly approved by the Dean Academics on recommendation of the Dean of the School concerned.

(iii) Publication of at least one paper / case study in SCOPUS-indexed journals with the affiliation of Sharda University. In practice-based disciplines, the publications may be replaced by published project reports / published creative work, etc.;

Provided that any one or more of the following activities may replace ONE of the items, (ii) or (iii) above:

a) Industrial consultancy of at least Rs. 50,000;
b) obtaining research grants of at least Rs. 2,00,000;
c) organizing and delivering continuing education courses for working professionals of at least 8 hours' duration; or
d) Oral presentation of a paper at Conference organized by any National/International-level academic body.

Promotions to level II will be made on the recommendations of a duly-appointed Selection Committee after personal interaction with the candidates.

Assistant Professor (Scale Rs. 15600-39100):

B. Stage II - AGP of Rs. 7000 to Stage III - AGP of Rs. 8000.

Assistant Professor with at least three years' experience at Stage II would be eligible for up gradation to stage III.

The other qualifying conditions would be as under:

(i) Consistent scores of not below the level SATISFACTORY, and at least ONE score of level 1 or above in PARS-F in the last three years in the stage.
(ii) At least one FDP of minimum 5 days' duration or at least one MOOC of 20 hours' duration, duly approved by the Dean Academics on recommendation of the Dean of the School concerned.
(iii) Publication of at least two papers / case studies in SCOPUS-indexed journals with the affiliation of Sharda University (with at least one of them in the last three years). In practice based disciplines, the publications may be replaced by published project reports / published creative work, etc.;

Provided that any one or more of the following activities may replace either item (ii) above OR requirement of ONE paper in item(iii) above:

a) Industrial consultancy of Rs. 1,00,000;
b) obtaining research grants of Rs. 5,00,000 or above;
c) organizing and delivering continuing education courses for working professionals of at least 8 hours duration in the last three years; or
d) Oral presentation of a paper at Conference organized by any National/International-level academic body.

Promotions to level III will be made on the recommendations of a duly-appointed Selection Committee after personal interaction with the candidates.

2. <u>Associate Professor (Scale Rs. 37400-67000):</u>
<u>Stage III - AGP of Rs. 8000 to Stage IV - AGP of Rs. 9000</u>

The teaching staff with at least three years' experience at Stage 3 would be eligible for up-gradation to stage IV. The other qualifying conditions would be as under:

(i) Must possess Ph.D. degree. An exception may be made in practice-based disciplines or in medical science or dental science or nursing science or allied health sciences; where the council driven rules will apply.
(ii) Consistent scores of level TWO or above, with no more than ONE Score of level 1 in PARS-F during the last three years of service in the stage.
(iii) At least one FDP of minimum 5-days' duration or at least one MOOC of at least 20 hours' duration (during the last three years), duly approved by the Dean Academics on recommendation of the Dean of the School.
(iv) Publication of at least THREE papers / case study in SCOPUS-indexed journals with the affiliation of Sharda University (with at least two of these papers published during the last three years). In practice-based disciplines,

the publication of papers may be replaced by published projects reports / published creative work, *etc.;*

Provided that any one or more of the following activities may replace either item (iii) above, OR requirement of ONE paper in item (IV) above:

a) Industrial consultancy of Rs. 2,00,000;
b) obtaining research grants of Rs. 10,00,000 or above;
c) Organizing and delivering continuing education courses for working professionals of at least 8 hours' duration in the last three years or presenting;
d) at least one published patent; or
e) At least one invited-talk delivered in a conference sponsored by a national/international-level academic society in the last three years.

Promotions to level IV will be made on the recommendations of a duly-appointed Selection Committee after personal interaction with the candidates.

3. <u>Professor (Scale Rs. 37400-67000)</u>:
<u>Stage IV - AGP of Rs. 9000 to Stage V - AGP of Rs. 10000</u>

The teaching staffwith at least three years' experience at Stage IV would be eligible for up-gradation to stage V.

The other qualifying conditions would be as under:

(i) Must possess Ph. D degree. An exception may be made in practice-based disciplines.
(ii) Consistent scores of not below the level TWO with ONE Score of level ONE in PARS-F during the last three years of continued service in the stage;
$$*provided that, for those completing 05 years of continuous and active service at Sharda University, TWO scores of level ONE will be permissible*.
(iii) At least one FDP of minimum 5-days' duration or at least one MOOC of at least 20 hours' duration (during the last three years), duly approved by the Dean Academics on recommendation of the Dean of the School.
(iv) Publication of at least THREE papers / case study in SCOPUS-indexed journals with the affiliation of Sharda University during in the last three years. In practice-based disciplines, the publications may be replaced by published projects reports / published creative work, etc.
(v) Must have guided at least two students for Ph.D. work with at least one thesis completed and submitted;
(vi) Must have guided a Ph.D. scholar as the primary supervisor for a minimum duration of two years
(vii) Must have a minimum of two Scopus-indexed publications completed in association with the Ph.D. scholar

Provided that any one of the following activities may substitute the requirement of ONE published paper in item (iv) above:

a) Industrial consultancy of at least Rs. 5,00,000;
b) obtaining research grants of at least Rs. 20,00,000;
c) organizing and delivering continuing education courses for working professionals of at least 15 hours' duration;
d) at least one published patent or design registration, etc., (e) at least two invited talks delivered in a conference sponsored by a national/international level academic society;
e) A published book which has been reviewed by at least one SCOPUS-indexed journal.

The requirement at (v) may be relaxed for those departments in which no student has been admitted to the Ph.D. program in last three years.

Promotions to level V will be on the recommendations of a duly-appointed Selection Committee after a personal interaction with the candidates.

Professor (Scale Rs. 67000-79000):
Stage V - AGP of Rs. 10000 to Stage VI - AGP of Rs 12000 (HAG Scale)

A minimum of 10 years' service as a Professor or at stage V:

(i) Consistent PARS-F score of level THREE or above in the last three years.
(ii) Must have guided at least eight Ph.D. scholars; with at least three degrees awarded.
(iii) An h-index of at least 10. However, this may be relaxed in practice-based Disciplines.
(iv) Must have had consultancy of at least Rs. 3,00,000 in last three years, OR sponsored research projects of at least Rs. 30,00,000 in the last three years.
(v) Must have PRODUCED (as presenter) at least one MOOC on any recognized platform, OR conducted (as the primary resource person)

$$Amended/ added vide item no. 27.6/EC/12-12-24

continuing education program for working professional of at least 80 (cumulative) hours in last three years, with at least 20 participants.

(vi) Must have at least one of the following activities:
   a) Received an elected fellowship of any national or international professional or academic society.
   b) Received an award from a national or international professional or academic society.
   c) Published atleast two patents, design registrations, etc., (or has been granted at least one).

Promotions to level VI will be on the recommendations of a duly appointed Selection Committee, after a personal interaction with the candidate.

Fast Track Promotion under Direct Recruitment norms of UGC:

Teaching staff having a total teaching experience of at least 8 years may apply for consideration for promotion to Stage 4 if he/she does not meet the conditions of minimum time-duration in Stage III, but satisfies ALL OTHER REQUIREMENTS.

The representations received in this regard shall be put to the Vice- Chancellor for consideration and recommendation, if merited, recommended to the Selection Committee for its due consideration in terms of the extant policy on the subject. The recommendation of the Selection Committee shall be put up to the Vice-Chancellor for consideration / approval.

Even the teaching member in lower stages who have at least 8 years of teaching experience and have achieved significantly better levels of performance than required, may also be accordingly considered for accelerated promotion to Stage IV.

In case of fast track promotion, the cadre-ratio shall be strictly followed. However, those who qualify the selection process for such a promotion, may be offered the designation, but the scale shall be extended only in case there is a vacancy in the cadre.

NOTE*:* If any commitment is made to a candidate ,at the time of recruitment, by the Selection Committee for placement in the next stage, after completion of the minimum residency period in the post, the commitment shall be honored, irrespective of above stipulation.

Annual Review

Review of all the promotion/stage up-gradation cases will be taken up only once in a year i.e.; in October and monetary benefit would be effective 1" January of the following year. Any deviation in this regard will carry express approval of the Vice-Chancellor.

4.3.2 Non-Teaching:

A framework has been devised for career advancement of the non-teaching staff employed with the University.

The following Promotion Scheme across all cadre or post shall be followed:

Movement within the Band –

(i) Movement within a Band to next Grade Pay (GP) shall be subject to satisfactory performance with no adverse remarks.

(ii) Employees' must qualify the minimum required period of service in the Grade Pay before being considered for up gradation.

Movement to the next Band -

(i) Movement from current Band to next Band shall be made against vacancies falling under the prescribed staffing pattern of the concerned department.

(ii) This shall be subject to good performance during the continuous service rendered in the Band.

(iii) No adverse remarks.

(iv) An employee, for being considered for movement to the next Band, should possess the minimum qualification criteria, including experience for the higher band, as prescribed in case of direct recruitments.

Promotion Scheme for Non-Teaching Staff shall be in conformity with the laid down Career Framework.

4.4 COMPOSITION OF SELECTION COMMITTEES:

4.4.1 General:

(i) A Selection Committee shall be constituted for selection against any open post from amongst all the eligible candidates for the position.

(ii) The eligible candidates shall be recommended by the screening committee, if any, constituted for the purpose. Selection Committee may consider an eminent person for appointment to the post of Professor, whose name might have been brought to the notice of the Selection Committee, even without going through the Screening Committee.

(iii) The Selection Committee shall recommend candidates identified as suitable for appointment in the order of their relative merit; provided that not more than three candidates will be recommended for each vacancy.

(iv) No act or proceeding of the Selection Committee shall be called in question merely because of the absence of any of its members;
provided that at least three – fourth of its members are present at the time of the meeting.

(v) Notwithstanding anything contained in these rule, the scales of pay and/or the job specifications for any post may be revised from time to time.

4.4.2 Teaching and other Equivalent Positions:

(i) The Vice-Chancellor— Chairman;

(ii) One nominee of the Chancellor;

(iii) One outside subject expert nominated by the Vice-Chancellor, out of a panel of names approved by the Chancellor;

(iv) Dean of the School;

(v) Two subject matter experts from within the University to be nominated by the Vice-Chancellor;

(vi) Provide if no subject expert is available within the University; the Vice-Chancellor may nominate experts from outside;

(vii) Head of the Department;

provided that a Head not holding the rank of a Professor shall not be a member of the selection committee for selection of a Professor; and

(viii) The Registrar – ex-officio secretary.

In case of appointment to teaching positions in Council driven schools, rules may be as prescribed in the guidelines of the relevant Council.

4.4.3 Senior Technical Assistant / Technical Assistant / Laboratory Assistant:

(i)	Dean	:	Chairman
(ii)	Head of the concerned department	:	Member
(iii)	Expert in the area nominated by V.C.	:	Member
(iv)	Dy. Registrar of the School	:	Secretary

4.4.4 All Non-Teaching Positions:

The selection process of non-teaching positions, not included in the University Statutes, shall be governed by the recruitment rules/regulations for the non-teaching employees framed by the University. The composition of Selection Committee for these positions shall be as under:

(i)	Registrar or his nominee	:	Chairman
(ii)	A Nominee of Vice-Chancellor	:	Member
(iii)	An expert nominated by Vice-Chancellor:		Member
(iv)	Dy. Registrar (HR)& equivalent	:	Secretary

4.4.5 Quorum:

With the presence of 75% of members in a Selection Committee, it shall be considered that the Selection Committee was duly constituted.

4.5 COMPENSATION, ALLOWANCES AND INCREMENTS:

4.5.1 Pay Fixation

The University, shall adopt a suitable pay fixation formula (including the allowances) keeping in view its financial commitments and the recommendations of the Pay Commission, from time to time.

However, in order to promote global standards of education and talent diversity, the pay package to the candidates with exceptional merit (for example: Ivy League qualification / teaching experience, international academic / research credentials), may be benchmarked with international compensation packages.

4.5.2 Pay Scale and Allowances

(i) An employee holding a regular post substantively shall be placed in the appropriate scale of pay as prescribed by the university, from time to time.

(ii) On substantive appointment, the initial basic pay in the scale shall be fixed at the minimum of the scale;

provided that the appointing authority may, on the recommendation of the Selection Committee, grant higher initial pay in the scale, as a special case.

(iii) On appointment to a post involving higher duties and responsibilities, the basic pay of the higher scale may be fixed at a stage next above the notional pay arrived at, after adding one increment to the basic pay in the lower scale.

(iv) In addition to the basic pay, an employee may be allowed to draw the following allowances:

a) 'Dearness Allowance' at the rates and subject to such conditions as the university may prescribe from time to time.
b) 'House Rent Allowance' at the rates as may be prescribed by the University from time to time.
c) 'Conveyance Allowance' wherever especially provided for in the appointment order.
d) 'Officiating Allowance' to the teaching staff for additional and substantial administrative responsibility discharged in accordance with the notification issued from time to time. A copy of the existing notification is at **Annexure-3**.

4.5.3 Additional Pay for Special Performance:

An employee may also be allowed a separate component of pay/allowances based on his special performances, to the extent and subject to such conditions as the university may decide.

4.5.4 Provident Fund:

Provident Fund is an optional, government-managed retirement savings scheme as per Provident Fund Act, 1952 for all regular salaried employees working in an organization, who contribute a part of their savings towards their pension fund, every month. These monthly savings get accumulated every month, and can be accessed as a lump sum amount at the time of retirement, or end of employment.

4.5.5 Gratuity:

Applicability**:**

(i) Gratuity rules mandated under the Payment of Gratuity Act, 1972.

Entitlement:

(i) Gratuity is payable to an employee after rendered continuous service for not less than five years on following conditions: -
a) On superannuation,
b) On his retirement or resignation,
c) On his death / disablement due to accident or disease

(ii) If an employee dies in service, his nominee will be entitled to gratuity payment as per Gratuity Act

(iii) An employee who is removed or dismissed from service for acts of misconduct will not be eligible to the payment of gratuity.

Calculation of Gratuity**:**

(i) An employee who leaves the service of the University on completion of at least five years of continuous service shall be eligible to the payment of gratuity at the rate of half a month (15 days) of pay last drawn for every completed year of service subject to a maximum of fifteen month's pay

(ii) The monthly wages / salary include means Basic Pay + Dearness Allowance + Non Practicing Allowance (BP+DA+NPA)

$$\text{Gratuity amount} = \frac{\text{(monthly salary)} \times 15 \times \text{number of completed years}}{26}$$

4.5.6 Group Health Insurance

The University offers Group Health Insurance with ICICI Lombard for sum insured of Rs 3 Lacs.

The policy type is floater and it extends coverage to the employee, spouse, and children only (ESC); parents are not included in this plan.

4.5.7 Group Accidental Insurance

The University offers Group Accidental Insurance coverage with ICICI Lombard upto Rs 10 Lacs.

4.5.8 National Pension Systems

The University offers the National Pension System (NPS) for faculty and staff to enhance employee retirement benefits. Our service provider is SBI. NPS is a government initiated low cost pension scheme and is one of the most affordable options for retirement investments. NPS offers Exempt-Exempt-Exempt tax benefits - contributions, accumulation, and partial withdrawals are exempt under specific conditions, making it a highly tax efficient savings instrument.

Contributions are invested in Equity, Debt, Government Securities and Alternate Investment Schemes and they grow and accumulate. At age 60 subscriber can withdraw upto 60% of the wealth accumulated as a lump sum or in a phased manner till 75 years of age. The balance will be transferred to an Annuity. Service Provider (Insurance Company) who provides life long pension regularly. Deferment can be opted to continue investment upto age 70, defer upto age 75 for lump sum withdrawal or annuity conversion or both. Income Tax Benefit upto 10% of Basic + DA in Old Regime and 14% in New Regime.

4.5.9 Employee State Insurance Corporation Scheme

The University follows Employees' State Insurance (ESI), which is a social security and health insurance scheme, provided to the mandated employees in accordance to rules and regulations as stipulated in the ESI Act 1948.

4.5.10 Increments

(i) Annual increment in the scale of pay shall ordinarily be drawn as a matter of course, unless it is withheld by the Appointing Authority for good and sufficient reasons to be recorded in writing.

(ii) The award of annual increments is directly linked with the approved annual budget for increment, keeping in view the overall financial reserves of the University.

(iii) Annual increment is linked with the performance & achievement of employees through a ‘paired comparison method’ and mostly focuses on their contribution and behavioral skills along with the competency. Based on the performance review of the teaching staff in PARS-F &other essential criteria(s), the increment is awarded. The annual increment is applied for Non-Teaching Staff, based on the KRA-KPI rating.

(iv) Award of Annual Increment*for a year shall be applicable as:

a) Equivalent to 3% of sum of the total pay in the relevant Pay Band and the AGP as applicable for respective stage. OR
b) Differential increment.

(v) In special case, as determined by the competent authority, each advance increment shall be non-compoundable, at the rate of 3% of the pay in the relevant Pay Band, and the AGP as applicable.

(vi) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing schemes / regulation of increment on promotion from lower Pay Scale to higher Pay Scale;

provided in cases of considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15,600 – Rs. 39,100 to the Pay Band of Rs. 37,400 – Rs. 67,000;

provided further, the annual increment to a teachingstaff shall also depend on the minimum publication in the relevant assessment year by the teaching staff.

4.5.11 Incentives for Ph.D. and other Higher Qualification:

(i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by the University following the due process of admission, registration, course work and external evaluation as prescribed by the UGC.

(ii) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body / council, shall be entitled to non-compounded advance increments at the entry level.

(iii) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of employment and has been awarded by a University complying with the due process, as prescribed by the UGC Regulations.

(iv) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

4.6 OTHER CONDITIONS OF SERVICE:

Without prejudice to any special condition that may be incorporated in the order of appointment, all employees of the university shall be governed by the following terms and conditions:

4.6.1 Probation:

(i) All appointments, except where specifically mentioned in the appointment letter, shall be placed on probation for a period of one year.

(ii) The appointing authority shall have the discretion of extending the period of probation for such period as may be considered necessary, provided that the period of probation may not extend beyond twelve months.

(iii) During the period of probation, if a member is found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the appointing authority may terminate his/ her services without any prior notice.

(iv) Probation confirmation or otherwise is decided by a duly constituted committee chaired by the Vice –Chancellor / nominee of the VC for teaching positions and the Registrar / nominee of the Registrar for the non-teaching positions, on the basis of an appraisal carried out on the parameters laid down in **Annexure-4** and **Annexure-5**, respectively.

(v) Provided further that, if no order of confirmation or otherwise is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the service would deemed to have been confirmed, effective from the date of expiry of the period of probation.

4.6.2 Age of Superannuation

(i) The age of superannuation for the regular teaching staff shall be sixty – five years and for non-teaching staff, other than the Vice-Chancellor and Pro-Vice-Chancellor in the University shall be sixty years; the statutory officers such as Registrar and Finance Officer shall, however, retire at an age prescribed in the University Statutes.

(ii) The Vice-Chancellor & Pro-Vice-Chancellor shall superannuate at the age of Seventy years.

(iii) Subject to availability of a vacancy and fitness, an employee after superannuation may be re-employed on contract for a period of two years which may be extended, subject to fitness of the employee, for a further period on year to year basis, if the exigencies of the work so demand.

4.6.3 Removal from Service:

(i) The appointing authority shall have powers to terminate the services of an employee without assigning any reason or without giving any notice during the original or extended period of probation.

(ii) The appointing authority shall have powers to terminate the services of a confirmed employee by giving him one month's notice or by paying him one months' pay in lieu thereof.

(iii) The University shall have powers to retrench an employee on grounds of economy by giving the said employee a month's notice or one month pay in lieu thereof.

(iv) The appointing authority shall have powers to terminate the services of an employee by giving him three months' notice or paying three months' pay in lieu thereof if the said employee has been declared by the medical authority appointed by the University to be medically unfit to continue in service.

(v) Except in cases where an employee may have signed a bond to serve the University for a specified period, the employee shall have a right to resign from his services by giving one months' notice or by paying one months' pay in lieu of notice. But for teaching positions, no request regarding resignation shall be entertained during currency of the Academic Year, relevant to the respective School.

(vi) Teaching staff absconding during the currency of the Academic Year shall be treated under the 'Extraordinary Leave', besides being liable for disciplinary action as deemed necessary.

Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce the notice period as provided herein above.

4.6.4 Teaching Days:

The University must have at least 180 teaching days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular (research and outreach activities), sports, annual day, etc. and 2 weeks may be attributed to various public holidays.

Since the University has adopted a 5 days week for teaching, the number of weeks is correspondingly increased to ensure equivalence to 30 weeks of actual teaching with a 6 day week.

4.6.5 Medical Fitness:

All appointments are subject to the condition that the appointee has submitted an undertaking that he/she is medically fit to serve the university;

provided, the medical fitness test is conducted for an employee, subject to specifications made by the Selection Committee at the time of appointment, wherein the Committee wants the employee to undergo a medical fitness test before appointment.

4.7 UNIVERSITY WORKING HOURS:

4.7.1 Working Hours:

The functional hours of the University employees shall be 7.5 hours in a day. The bifurcation of the working hours shall be as under:

Full day reporting time:

Punch In-Time	Up to 8:45 AM
Punch Out-Time	After 4:15 PM
Minimum Duration spend: - 7.5 hours	

Half day reporting time:

Punch In-Time	Up to 8:45 AM
Punch Out-Time	After 12:15 PM up till 4:15 PM (Min. 4 hours)
Minimum Duration spend: -4 hours	

In case an employee is on duty for less than four hours in a working day, he/she shall be treated as absent for the day.

4.7.2 Work Load

The workload of the teachers in full employment shall not be less than 40 Hours a week for 30 Working weeks (180 teaching days) in an academic year. It shall be

necessary for the teacher to be available for at least 8 Hours daily in the University.

The minimum teaching-learning process hours per week shall be as follows:

Assistant Professor	-	16 Hours
Associate Professor	-	14 Hours
Professor	-	14 Hours

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in administration and extension activities.

Teaching staff with additional administrative responsibility may have reduced teaching load, as approved by the Competent Authority.

4.8 VACATION, LEAVE AND HOLIDAYS:

4.8.1 Vacation

The teaching staff (Professors, Associate Professors and Assistant professors) who may have completed one-year service in the University and who have been involved in class room teaching shall be eligible for summer vacation for a period of maximum one month (thirty days). The dates of vacation in each individual case shall be decided by the Dean of the School depending upon the teaching requirement in the ongoing activities;

provided that in lieu of two days of work performed by a teacher during the period of vacation, one day earned leave shall be credited to the leave account of the said teaching staff;

provided further, the period of Summer Vacation and eligibility for the teaching staff shall be as notified from time to time.

4.8.2 Festival Holidays:

The employees shall be entitled to avail the festival holidays as per the list of holidays notified by the University from time to time.

4.8.3 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.

4.9 KINDS OF LEAVE:

(i) The following kinds of leave would be admissible to permanent teachers:

a) Leave treated as duty, *viz*. Casual leave.
b) Leave earned by duty, *viz*. Earned leave and Commuted Leave.
c) Leave not earned by duty, *viz*. Extraordinary leave; and Leave not due.
d) Leave not debited to leave account i.e. Leave for academic pursuits,*viz*. Study leave and Special Academic leave.
e) Leave on grounds of health, *viz*. Maternity leave.

(ii) The Executive Council 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.

4.9.1 Casual Leave:

(i) Total casual leave granted to an employee shall not exceed 10 days in a calendar year.
(ii) Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. The holidays or Sundays falling within the period of casual leave shall not be counted towards casual leave.
(iii) Half day casual leave is admissible to all employees of the University, subject to the availability of leave admissible in his/her casual leave account.

4.9.2 Earned Leave:

(i) Earned leave admissible to a teacher shall be:

a) 15 days in a calendar year; *plus*
b) ½ of the period, during which he/she is required to perform duty during vacation.

(ii) In case of others employees, two and half day earned leave shall be granted for every completed month of service in the University.

(iii) Earned leave at the credit of an employee shall not accumulate beyond240 days. The maximum earned leave that may be ordinarily sanctioned at a time shall not exceed60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

(iv) 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 on average pay which may be included in the particular period of leave.

4.9.3 Commuted Leave:

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 to an employee subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240days.
(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 120 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

(iv) Commuted leave shall be permissible to an employee subject to completion of minimum 6 months of service with the University.

4.9.4 Extra-Ordinary Leave:

(i) An employee may be granted extraordinary leave when:
   a) No other leave is admissible; or
   b) Other leave is admissible and the employee applies in writing for the grant of Extra Ordinary Leave.

(ii) Extraordinary Leave shall always be without pay and allowances. Extra Ordinary Leave shall not count for increment except in the following cases:

   a) Leave taken on the basis of medical certificates.
   b) Leave taken for pursuing higher studies;
   c) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance; and
   d) Cases where the Vice Chancellor is satisfied that the leave was taken due to reasons beyond the control of the employee, such as inability to join duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.

(iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

4.9.5 Leave Not Due:

(i) Leave not due may at the discretion of the Vice Chancellor, be granted to a permanent employee for a period not exceeding 240 days during the entire period of service, out of which not more than 60 days at a time and 120 days inall may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.

(iii) An employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her

leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in exceptional situations, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

4.9.6 Compensatory Off Leave:

(i) Non-Teaching Staff up till the rank of Administrative Officer & equivalent deployed in the University are entitled for a Compensatory Off against working on their Off Days / Sunday and Gazetted holidays as declared in the University.
(ii) The Compensatory off shall have the validity of 30 days only.
(iii) Compensatory Off can be combined with Earned Leave.

4.9.7 Maternity Leave:

(i) Maternity leave on full pay shall be granted to a woman employee for a period not exceeding 26 weeks or 6 months. Also this leave is applicable 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 shall not be more than 45 days, and the application for leave is supported by a medical certificate.
(ii) Maternity benefit to women employees having two or more than two surviving children shall be 12 weeks or 3 months, of which not more than 6 weeks shall precede the date of her expected delivery.
(iii) Maternity benefit to a woman employee who legally adopts a child below the age of three months shall be 12 weeks from the date the child is handed over to the adopting mother.
(iv) 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 medical certificate. The total leave admissible should not exceed one year.
(v) A woman employee who has worked in the organization for a period of 6 months is entitled for payment in maternity leave.

4.9.8 Study Leave:

(i) Study leave may be granted as a special case for the entry level appointees as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.

(ii) The paid period of study leave may be for a period of two years (on Half Pay), extendable by one more year (without pay), if there is adequate progress as reported by the Research Guide. Care shall be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years' service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

a) the person is a teacher on the date of the application.
b) there is no break in service; and
c) the leave is requested for undertaking the Ph.D. research work.

(iii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Dean of the School. The leave shall not be granted for more than two years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

(iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(v) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed three years.

(vi) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the program of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.

(vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, to be decided, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an

Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave to the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

(xii) Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xiii) A teacher availing himself/herself of study leave shall undertake that he / she shall serve the university for a continuous period of double the leave period to be calculated from the date of his/her resuming duty on expiry of the study leave.

(xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.

(xv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

NOTE: If the above mentioned criteria is not applicable for a teaching staff, then in such cases Loss is Pay may be invoked.

4.9.9 Special Academic Leave:

4.9.9.1 Special Academic Leave not exceeding 16 working days in a year shall be granted to regular and contractual (more than 11 months) teaching staff for:

(i) attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the University or where invitation has been accepted with prior approval of the competent authority.

(ii) delivering lectures in Institutions/ Universities when deputed by the University or with the prior approval of the competent authority.

(iii) working as a member of a delegation or a committee appointed by the University/UGC/Govt. of U.P. /Govt. of India or any other Academic or Public Body.

(iv) undertaking field work related to the area of specialization with prior approval of the competent authority.

(v) teaching staff being invited for taking Viva Voce.

NOTE:

(i) The teaching staff shall be entitled to transit time, both to and fro, one day each, within the overall ceiling of total Special Academic Leave.
(ii) Special Academic Leave may be combined with Earned leave, Extra-Ordinary Leave or the Vacation period.

4.9.9.2 Authority to Sanction SAL

The Special Academic Leave may be granted by the Vice-Chancellor or Pro Vice-Chancellor. As a special case the Vice-Chancellor may delegate, the sanctioning authority to respective Dean of the School provided.

4.9.9.3 Financial Assistance (Travel grant + Registration):

(i) National Visit: Up to 10,000/- or actual whichever is lower
(ii) International Visit: Up to 50% of the actual or 30,000/- maximum whichever is lower.
(iii) Permissible maximum number of visit for financial assistance: Once in a semester or twice in a year; provided maximum international visit for financial assistance will be once in a year.

(iv) The Vice Chancellor on the merit of each case may decline the request of financial Assistance (travel / registration).

4.9.9.4 Eligibility for financial assistance (Travel grant + Registration)**:**

The regular and contractual (more than 11 months) teaching staff are eligible for availing the financial assistance. However, those who have not completed his/her probation period shall avail the benefit of financial assistance, subject to the submission of an undertaking that he/she shall serve the University for a period of at least one year.

(i) **For claiming additional funds up to Rs. 20,000 /-** (once in a year**)**
The qualifying conditions shall be as under:

a) The regular teaching staff has successfully completed his/her probation period and submits an undertaking that he/she shall serve the University for a period of at least one year.
b) Consistent scores of not below the level Satisfactory in PARS-F.
c) Teaching staff must have published at least 2 papers in Scopus indexed journals in the last one year.

(ii) **For claiming additional funds up to 70,000/-** (once in a year)
The qualifying conditions shall be as under:

a) subject to fulfilling the above-mentioned condition;
b) should submit an undertaking that he/she should serve the University for a period of 3 years after availing the additional fund.
c) the applicant is not above the age of 62 years.

4.9.9.5 Travel Grant:

The travel grant shall be restricted to the travel by train in entitled class, as laid down, from the nearest railway station or by air, Economy class in cheapest Airlines.

The reimbursement of claim shall be restricted to the entitled class, even if the journey is undertaken in a higher class or by air.

4.10 POWER TO SANCTION LEAVE:

(i) All leave availed by an employee has to be recommended and approved by the Head of Department/Dean or Reporting Manager/Reviewing Manager before proceedings on leave.
The approval frame-work to sanction leave shall be as at **Annexure-6**

(ii) Casual Leave at a maximum of 3 days may be sanctioned at a time.

(iii) Earned Leave less than 3 days may be sanctioned only when no Casual leave is available in the leave account of the employee.

(iv) The grant of Study Leave, Special Academic Leave, Extra Ordinary Leave, Maternity Leave, and Leave not due will be submitted with appropriate recommendations to the HR Department for further processing.

The sanction of any type of leave will be subject to the procedure as may be decided from time to time.

(v) Leave rules applicable to non-teaching staff under essential service category such as Security, Maintenance and Estate, IT Services and IHA shall be, as notified separately, as at **Annexure-7** and **Annexure-8.**

(vi) If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck from the rolls of the university without any further reference to him.

4.11 REINSTATEMENT IN SERVICE:

(i) When an employee is reinstated in service, on consideration of his appeal or revocation of his suspension order, the authority competent to do so will pass specific order regarding the pay and allowances to be paid to him for the period of absence from duty.

(ii) Where the authority passing the order under sub clause (i) is satisfied that the employee is innocent or that the suspension was not justified, the said authority may order that the period of his absence from duty be treated as on duty, with full pay and allowances;

provided that the payment of allowances would be subject to the satisfaction of other eligibility conditions.

(iii) In all other cases where the employee is found guilty of alleged misconduct, the authority passing order under sub clause (i) may order forfeiture of the difference between the full pay and allowances and the subsistence allowance paid, to the University.

5. PERFORMANCE MANAGEMENT AND OTHER DEVELOPMENTINITIATIVES & WELFARESCHEMES

5.1 PERFORMANCE MANAGEMENT:

5.1.1 General:

Performance Management is the process of creating an appropriate work environment in which employees are empowered to perform to the best of their abilities.

In order to create a conducive work environment, the University has institutionalized a performance assessment system namely Performance Appraisal & Recognition Scheme for Teaching Staff (PARS-F), and Individual Goal and Key Responsibility Area (KRA) for Non-Teaching Staff to evaluate their performance and productivity in terms of pre-determined parameters/goals. The appraisal is also linked with the performance score attained by the concerned Department or the School.

Career Progression for an employee is linked with the performance assessment.

5.1.2 Objective:

To assess performance on pre-determined essential goals, to capture areas of improvement and to suggest roadmap for improvement.

5.1.3 Applicability:

All regular or contractual employees as notified from time to time.

5.1.4 Assessment Cycle:

The assessment cycle for performance appraisal is an Academic Year from July to June.

5.1.5 Parameters:

5.1.5.1 TEACHING

Evaluated broadly on 4 pre-determined goals as mentioned below:

(i) Innovation in Teaching

Includes teaching load, additional courses and projects assigned (Under-Graduate or Post-Graduate or Doctorate), Innovations in Teaching & Learning process and Student Feedback.

(ii) Publication, Research & Consultancy Assignment

Includes research publications, project funded or consultancy assignments, book or illustrations, patent.

(iii) Self-Development Initiatives

Includes MOOC courses undertaken, collaborations with Industry (international or national) or external teaching staff, product developed & own Ph.D. work.

(iv) Administrative Activities

Includes additional responsibility at University or School or Department level.

5.1.5.2 NON-TEACHING

Non-Teaching staffs are evaluated on individual pre-determined Goals and Key Responsibility Area (KRA). The result of assessment is then collated, first Individual wise and department wise.

5.1.6 Platform:

Performance Assessment Exercise is implemented annually through 'PeopleSoft', an ERP system.

5.1.7 Timeline:

Performance Assessment of employees for a particular year is initiated by June in the succeeding year.

5.2 DEVELOPMENT INITIATIVES FOR TEACHING STAFF:

Pursuant to our belief that learning is a continuous and life long process, we undertake training and development of teaching staff as a formally mandated requirement. The following provisions have accordingly been laid down:

(i) Every teaching staff will be sponsored to one national and one international conference per year to present a paper on the subject of his/her interest.

(ii) Every teaching staff shall be encouraged to publish at least two papers in a peer-reviewed refereed journal (indexed by reputed and well accepted bodies).

(iii) Study leave may be granted to those teaching staff who wish to pursue higher education / Entrepreneurial or start up activities in the area of their interest.

(iv) The regular and contractual (more than 11 months) teaching staff are expected to enroll, complete and earn certificates in advanced level Massive Open Online Courses, at least one in a calendar year, in consultation with senior faculty, HOD, Dean and on prior approval of the Dean Academic Affairs.

Certification fee, if applicable, will be reimbursed on actual subject to a maximum of 4 courses in a particular calendar year.

The teaching staff will be entitled for an incentive, subject to maximum 3 courses in a particular calendar year, details provided hereunder;

Reward of Rs. 8,000/- for total efforts worth more than 24 weeks or 72 hours.

Reward of Rs. 6,000/- for total efforts worth 16 to 24 weeks or 41 to 72 hours.

Reward of Rs. 3,000/- for total efforts worth 8 to 16 weeks or 21to 41 hours.

No Reward for efforts less than 8 week or 20 hours.

Relevant courses of advance nature shall only be considered for the above benefit including the reward and reimbursement.

(v) Teaching staff are expected to undertake sponsored Research and Consultancy assignments as a part of their own development and for strengthening interface with the industry.

(vi) Teaching staff are expected to guide scholars& students in their research and project work.

(vii) Teaching staff are expected to keep a close watch on contemporary societal problems and work towards their resolution as a part of their social responsibility under community connects initiative.

The University has a provision to motivate the teaching staff in their research and development activities such as seed money for minor research projects, rewards for research publications, minor equipment grant, financial support to file patent, revenue sharing for consultancy assignments and other appropriate avenues.

(viii) Teaching staff of a department organize training programs comprising one or two courses of relevance during the summer vacation period where a 5 or 10-day window is earmarked. The training program is mostly carried out by internal senior teacher along with external experts from IITs/NITs/IIMs etc.

(ix) The University provides incentives to the teaching staff for their special and high order academic accomplishments, meritorious contributions, and awards/recognitions at the level of state, national, and international received from the Government/ Government recognized bodies.

To motivate the teaching staff and to enhance their R&D activities, the University notifies, from time to time, specific budget for providing seed money for minor research projects, minor equipment grants to strengthen laboratories, additional grant for enhancing e-resources, etc. On publication of research papers in reputed journals, monetary reward is given. The teaching staff is also financially supported for travel/registration for attending national and international conferences and the University bears the entire expenditure

involved in the fee for filling and processing of the patent applications. The teaching staff is financially rewarded for their published and granted patents.

5.3 WELFARE SCHEMES:

Sharda University recognizes the contribution of employees towards its development and progress. The University offers/provides rewarding welfare schemes to all employees that help creating an environment that increases productivity and efficiency.

5.3.1 Group Accidental Insurance:

The University offers Group Accidental Insurance coverage with ICICI Lombard upto Rs 10 Lacs.

5.3.2 Group Health Insurance:

The University offers Group Health Insurance with ICICI Lombard for sum insured of Rs 3 Lacs. The policy type is floater and it extends coverage to the employee, spouse, and children only (ESC); parents are not included in this plan.

5.3.3 National Pension Systems:

The University offers the National Pension System (NPS) for faculty and staff to enhance employee retirement benefits. Our service provider is SBI. NPS is a government initiated low cost pension scheme and is one of the most affordable options for retirement investments. NPS offers Exempt-Exempt-Exempt tax benefits - contributions, accumulation, and partial withdrawals are exempt under specific conditions, making it a highly tax efficient savings instrument. Contributions are invested in Equity, Debt, Government Securities and Alternate Investment Schemes and they grow and accumulate. At age 60 subscriber can withdraw upto 60% of the wealth accumulated as a lump sum or in a phased manner till 75 years of age. The balance will be transferred to an Annuity. Service Provider (Insurance Company) who provides life long pension regularly. Deferment can be opted to continue investment upto age 70, defer upto age 75 for lump sum withdrawal or annuity conversion or both. Income Tax Benefit upto 10% of Basic + DA in Old Regime and 14% in New Regime.

5.3.4 Fee Concession to Wards:

The Provision is made to financially support the employees of the University in the form of fees concession to their wards studying / enrolling in the University subject as notified from time to time and approval from the Competent Authority.

5.3.5 Ph.D. Fee Wavier:

An opportunity for higher studies has been provided to regular Teaching & Non-Teaching staff of the University, to enroll in the Ph.D. program offered by the University. It has been decided that no tuition fees will be charged from the teaching / non – teaching staff.

They will, however, have to pay for the application, registration and thesis submission fees applicable on the day of admission. Furthermore, they will be required to work in the University for a minimum period of three (3) years after award of the Ph.D. degree.

The Tution Fee waiver for teaching staff may be extended only to regular teaching members and permanent staff members of the University.

The teaching staff pursuing Ph.D. are required to furnish an undertaking in this regard as at **Annexure-10**.

5.3.6 Employees Provident Fund:

Employee Provident Fund is a savings scheme introduced under Employees' Provident Fund and Miscellaneous Act, 1952, provided to the employees of the University in accordance to the rules and regulations stipulated in the Act.

5.3.7 ESI:

Employees' State Insurance is a social security and health insurance scheme, provided to the employees of the University in accordance to rules and regulations stipulated in the ESI Act 1948.

5.3.8 Accommodation within campus:

Certain employees are required to stay in the University campus to discharge their duties (e.g. security, maintenance, examination, etc). In such cases the University provides accommodation to the employees and their families within in the campus.

5.3.9 Day-Care Facility:

Employees can get their infants and children admitted in the Day-Care Centre, within the campus that has trained staff and nurses to look after the children from 8:30 am to 5:30 pm.

5.3.10 Transport:

For employees residing in NCR, air-conditioned bus facility is extended at nominal charges, to ease their daily commute.

5.3.11 In Campus Facilities:

Food Court/Kiosks and restaurants/canteens are available for meals and refreshment at subsidized rates. There is a bank on the campus, in addition to three ATMs working 24*7. Pharmacy & Grocery Shops are also there. University provides 24 x 7 Wi-Fi as well. Disposal bins have been provided in large number to keep the campus clean and hygienic. Well-lit campus dotted with LED lights and solar panels. There is parking facility for staff and a spacious guest house.

5.3.12 Engagement Activities:

Major festivals and Annual day the University are celebrated with includes cultural programs and refreshments meals for staff. Activities like cricket match, employee badminton tournament, kid's day out etc. are regularly conducted.

5.3.13 Concession for Employees at Sharda Hospital:

Discount of 50% on Sharda Hospital Billing (IPD &OPD) is given to Sharda University employees and their dependent family members.

6. DISCIPLINE AND RELATED MATTERS:

6.1 SUSPENSION:

The appointing authority may place an employee under suspension:

(i) Where disciplinary proceedings are either contemplated or are in progress;
(ii) where a criminal case against is either under investigation or is in progress in the trial court;

provided a subsistence allowance of not less than one half and not more than three fourth of his pay is allowed to him during the period of suspension.

6.2 PENALTIES:

An authority not below the rank of appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties;

(i) Censure.
(ii) Withholding annual increment with cumulative effect.
(iii) Withholding promotion.
(iv) Reduction to a lower rank or to a lower stage in the time scale of Pay.
(v) Withholding promotion.
(vi) Reduction to a lower rank or to a lower stage in the time scale of Pay.
(vii) Compulsory retirement.
(viii) Removal from service without disqualification for future employment.

(ix) Dismissal from service with disqualification for future employment in the University.

Provided that no order imposing penalties shall be passed unless:

a) an independent inquiry conforming to the principles of natural justice has been conducted and the employee has been found guilty;
b) a show cause notice has been issued asking the employee to explain as to why the proposed penalty should not be imposed upon him.

Provided further that the procedure given above will not be necessary under the following circumstances:-

(x) Where the dismissal, removal or reduction in rank follows the conviction of an employee in a criminal charge except where the conviction is for a minor offense like violation of traffic rules.
(xi) Where the authority competent to impose the aforesaid penalty is satisfied that, for reasons to be recorded in writing, it is not reasonably possible to hold an inquiry against the employee.
(xii) Where the Vice-Chancellor is satisfied that it would not be expedient in the interest of the University to hold such an inquiry.

6.3 DISCIPLINARY ACTION:

6.3.1 Teachers of the University:

(i) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
(ii) The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority/ body shall be deemed to be misconduct.
(iii) A teacher of the University may be removed or his services terminated on one or more of the following grounds: -

a. willful neglect of duty;
b. misconduct;
c. breach of any of the terms of contract of service;
d. dishonestly connected with University Examination;
e. scandalous conduct or conviction for an offence involving moral turpitude;
f. physical or mental unfitness;
g. incompetence;
h. abolition of the post;

(iv) No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him an opportunity to;

a. submit a written statement in his defence;
b. present his case in person; and
c. producing a witness or witnesses in his defence as he may wish;

provided that the Executive Council or an Officer authorized by it to conduct the inquiry, may, for sufficient reasons to be recorded in writing, refuse to call a witness(s);

provided further that the inquiry process shall be completed within a period of three weeks.

(v) The Vice-Chancellor in his capacity as the Chairman of the Executive Council may, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination.

(vi) The decision shall forthwith be communicated to the teacher concerned.

(vii) The Vice-Chancellor may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension *or* *place a teacher on service break without salary at his discretion*.[#]

(viii) The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman of the Executive Council, shall be reported to the Executive Council in its next meeting for ratification.

(ix) A teacher of the University shall be deemed to have been placed under suspension with effect from the date of his conviction;

a. when sentenced for a term exceeding forty-eight hours of imprisonment and if he has not yet been removed/dismissed from service;
b. if detained in custody, whether the detention is for any criminal charge or otherwise.

[##](x) Penalty Clause Based on the Number of Defaulters for Class Not Being Engaged

1. Background and Decision

It was observed that certain faculty members have consistently failed to take their scheduled classes despite receiving multiple reminders. To address

this issue and ensure accountability, it has been decided to impose punitive actions on faculty members who do not take their classes regularly.

2. Role of Director TLC

The Director, Teaching and Learning Center (TLC) will lead this exercise. The Director TLC is responsible for identifying and documenting instances of faculty members not engaging their classes. This report will be vetted by the Academic Affairs Office and submitted to the Vice Chancellor.

3. Financial Penalty Structure

A structured financial penalty system has been proposed for faculty members who fail to engage their classes without prior intimation, valid reason, or proper substitution.

The penalties are as follows:

- 4 Classes Missed: Deduction of 1/2 day salary
- 6 Classes Missed (total): Deduction of 1 day salary
- 8 Classes Missed (total): Deduction of 2 days' salary
- 10 Classes Missed (total): Deduction of 3 days' salary

[##] *Amended/added vide item no. 27.6/ 12-12-24*

[#] *Amended/added vide item no. 26.7/ 30-04-24*

- More than 10 Classes Missed: The faculty member will not be allowed to avail summer vacation. Conversion of un-availed summer vacation to Earned Leave (EL) is not permitted, and the faculty member will not be allowed to take EL during the summer vacation period. Only Casual Leave (CL) and Commuted Leave (on medical grounds) will be allowed. Long-term medical leave (more than 3 days) can be approved upon submission of hospitalization documents.

4. Impact on Annual Salary Increment

Faculty members who are regular defaulters in terms of not taking their scheduled classes will be excluded from the Annual Salary Increment exercise. This measure aims to reinforce the importance of regular class engagement and to motivate faculty members to adhere to their teaching responsibilities.

5. Final Punitive Action

In cases where faculty members repeatedly default on their teaching duties despite the imposed penalties, termination from the job may be considered as the final punitive action. This step underscores the university's commitment to maintaining high standards of teaching and accountability among its faculty members.

6. Final Decision

The decision of the Vice Chancellor, based on the report submitted by the Director, TLC and vetted by the Academic Affairs Office, shall be final and binding on all faculty members. This ensures that the process is transparent, fair, and consistently applied.

The implementation of these punitive measures, led by the Director, TLC, is crucial to ensure that faculty members uphold their teaching responsibilities, thereby maintaining the quality of education provided by the university. Continuous monitoring and strict enforcement of these penalties will help in achieving the desired outcomes

6.3.2 Non-Teaching Employees of the University:

(i) In case of an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, if deemed necessary, the registrar may place the employee under suspension by an order in writing and institute an Inquiry to inquire into the alleged charge(s).

(ii) Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned.

(iii) No disciplinary action shall be taken and penalties imposed, until the employee has been given a reasonable opportunity to show cause against the action proposed to be taken against him.

(iv) The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.

(v) An appeal against the order of the Registrar shall lie with the Vice-Chancellor

(vi) Before initiating disciplinary action against the employees at the rank of Deputy Registrar and above, such as Directors, OSDs and OSD level Officers, the approval of the Vice-Chancellor will be necessary before taking an action;

provided that an appeal against the order of the Vice-Chancellor shall lie with the Executive Council.

(vii) Notwithstanding anything contained in the terms of his contract of appointment, a non-teaching employee of the University below the rank of Deputy Registrar may be removed from his services by the Registrar if the employee;

a. is of unsound mind and is an undercharged insolvent;
b. has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
c. is otherwise guilty of misconduct;

Provided that for action against the employees at the level of Deputy Registrar and above, prior approval of the Vice-Chancellor will be needed;

Provided further that no employee of the University shall be removed or terminated from his service unless the employee has been given a reasonable opportunity to defend himself.

6.4 APPEAL:

An employee aggrieved by the order of penalty imposed upon him/her, shall be entitled to prefer an appeal against the order within a period of one month with the appellate authority. The order of the appellate authority shall be final.

6.5 CODE OF CONDUCT:

6.5.1 Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.

6.5.2 Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the university and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature;

provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties;

provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.

6.5.3 An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.

6.5.4 An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.

6.5.5 No employee shall leave the station without prior approval of the competent authority.

6.5.6 Subject to the general laws on the subject, no employee shall;

(i) be under the influence of liquor or drugs.
(ii) appear in public in a state of intoxication.
(iii) participate in demonstration, dharna etc.

6.5.7 No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.

6.5.8 No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the University.

6.5.9 No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical;

provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.

6.5.10 No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of superior functionaries of the University.

6.5.11 No employee shall communicate without authorization; any information or document save in cases where such communication is in the normal discharge of duties assigned to him.

6.5.12 No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.

6.5.13 No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.

6.5.14 An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.

6.5.15 No employee shall contract a bigamous marriage in contravention of the law on the subject.

6.5.16 No employee shall misuse or carelessly use the facilities provided by the University to facilitate the discharge of his official duties.

6.5.17 No employee shall ask or permit his spouse to ask any of his subordinate purchase anything either on advance payment or otherwise.

6.5.18 The following acts of commission will constitute serious misconduct:

(i) Theft, fraud, deliberate falsification of records.
(ii) Fighting with/ assault on another person.
(iii) Physical violence or bullying.
(iv) Deliberate damage to University property.
(v) Act of insubordination.
(vi) Unauthorized entry to prohibited areas.
(vii) Accessing internet sites containing pornographic, offensive or obscene material.

(viii) Breach of health and safety rules.
(ix) Remaining absent from duty for 10 days without the information to H.O.D/ superior officer in line.
(x) Bribery or corruption, including taking and giving inducements.
(xi) Manipulation of University documents /records.
(xii) Failure to comply with statutory or regulatory requirements or the University rules, policies or procedures.
(xiii) Criminal activity or offence (Whether committed during or outside normal working hours).
(xiv) Inappropriate relationship with student even consensual.
(xv) Violent or abusive or indecent behavior.

6.6 THE CODE OF ETHICS:

The effectiveness of a University in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the academic and employees display in day to day discharge of their duties. With a view to ensuring that the employees behave responsibly, a code of conduct has been drawn that provides a general framework of ideals and expectations from them. The code of ethics is intended to be a self-imposed discipline for all employees, including the teaching members who otherwise may exercise academic independence.

6.6.1 Content Competence:

A teaching staff should maintain a high level of subject knowledge and must ensures that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

6.6.2 Pedagogical Competence:

A pedagogically competent teaching staff:

(i) precisely communicates objectives of the course to students.
(ii) is aware of alternative instructional methods and strategies; and
(iii) selects method of instruction that is effective in achieving the objectives.

6.6.3 Student Competence:

Teaching staff must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

6.6.4 Relationship with Students:

Teaching staff must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

6.6.5 Confidentiality:

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university or its students.
In order to protect the confidentiality of any official information or data gained by an employee; a Non-Disclosure Agreement (NDA) is incorporated for all employees of such departments or positions dealing with non-disclosable information. A copy of the said NDA is at **Annexure-11** which shall be duly signed by employee.

6.6.6 Respect of Colleagues:

All members of University community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

6.6.7 Impartial Assessment of Students:

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

6.6.8 Respect of the Institution:

All the employees of the university must respect the values, the goals and the policies laid down by the University.

6.6.9 Scholastic Integrity:

The controversial issues must always be examined objectively, rather than confining to or emphasizing on the one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

6.6.10 Social Responsibility:

The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.

6.6.11 IPR (Intellectual Property Rights):

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.

The University shall have full right to claim the ownership of any intellectual property generated by the effort of a full time teaching staff of the University.

6.7 THE SUBJECTS AND SITUATIONS NOT COVERED

The subjects and situations not covered under these policies and regulations relating to Human Resource Administration shall be governed by the guidelines issues by the UGC and/ or any other relevant statutory authority.

6.8 POWERS TO INTERPRET THE RULES

The decision of the Vice Chancellor on all matters concerning to interpretation of these rules shall be final.

Note: For subjects/situations not Covered in This Policy and Procedure Manual Shall Be Dealt in Accordance with the UGC Regulations as notified from time to time.

7. GRIEVANCE REDRESSAL MECHANISM

The University is committed to creating a work environment that is free from any feeling of unfair and discriminatory treatment by an employee in the matter of interpretation and application of policies, rules and procedures laid down by the competent authority. To ensure that the employees do perform their duties in a stress free work environment and their grievances are redressed in a time bound manner, the University has laid down a three-tier 'Grievance Redressal Mechanism'.

7.1 SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE:

Any grievance in the first instance will be submitted to Head of Department (HOD) who will try and redress it within a period of 5 days, from the receipt of written representation by the aggrieved employee. In case the grievance is not resolved within the said period or the employee is not satisfied with the decision, the employee may make a representation to the 'School Level Grievance Redressal Committee'.

The individual grievances received by University administration directly, will also be referred to School Level Committee for their redressal. However, if the School Level Committee feels that redressal lies at HOD level, the same will be forwarded to respective Head of Departments for its redressal.

The composition of the 'School Level Grievance Redressal Committee' shall be as under:

(i)	Dean	:	Chairman
(ii)	A Nominee of the Vice-Chancellor	:	Member
(iii)	A Senior Professor of the School	:	Member

(iv) Dy. Registrar / Asst. Registrar of the School : Secretary

The School Level Committee, if deemed necessary, may invite the aggrieved employee for personal hearing. The aggrieved employee may also seek personal audience with the Committee. If need be, the Committee may at its discretion allow the aggrieved employee to take assistance from any other employee of the University to present his/her case before the Committee. The Committee will have the powers to summon the relevant record from the concerned officials of the University to facilitate redressal of grievance.

The School level committee shall try to resolve the grievance within a period of 2 weeks.

7.2 UNIVERSITY LEVEL GRIEVANCE REDRESSAL COMMITTEE:

The aggrieved individuals not satisfied with the decision of School Level Committee may prefer an appeal to the University Level Grievance Redressal Committed within a period of two weeks from the receipt of the decision.

The collective grievances of the employees or the individual grievances having University level ramifications shall be referred to University Level Committees only.

The composition of the University Level Committees shall be as under:

7.2.1 For Teaching Positions:

(i)	Dean-Academic Affairs	: Chairman
(ii)	Two Deans of the Schools of Studies nominated by Vice-Chancellor	: Member
(iii)	The HOD from same school / department	: Member
(iv)	Dy. Registrar (HR) or equivalent	: Secretary

7.2.2 For Non-Teaching Positions:

(i)	Registrar	: Chairman
(ii)	Advisor Policy	: Member
(iii)	OSD – School of Allied Health Sciences	: Member
(iv)	The HOD from same school / department	: Member
(v)	Dy. Registrar (HR) or equivalent	: Secretary

7.2.3 The Committees, if felt necessary, may invite the aggrieved employee(s) for a personal hearing. The aggrieved employee(s) may also seek personal audience with the Committee. If need be, the Committee may at its discretion allow the aggrieved employee to take assistance from any other employee of the University to present his/her case.

7.2.4 The aforesaid Committees shall be meeting to review and resolve grievances once a quarter. Grievances of urgent nature may be taken up by the Committee for

immediate resolution, in case the same is decided by the Vice-Chancellor, as an exception.

7.2.5 In cases where complaint is received against the Chairman of the Committee or its Member/Secretary, he/ she may recluse himself/ herself and they, to that extent, shall be substituted by the Vice Chancellor to examine and redressed the said grievance.

7.3 APPEAL TO THE VICE-CHANCELLOR:

In case the grievance is not resolved at University Level Committee or the employee(s) is are not satisfied with the decision of a University Level Grievance Redressal Committee, the aggrieved employee may prefer an appeal to the Vice-Chancellor, within a period of 30 days. The Vice-Chancellor may dispose off the appeal within a period of four to six weeks of the receipt of the request.

The decision of the Vice-Chancellor shall be final and there shall be no further appeal in the matter. As regards any interpretation of rules, the decision of the Vice-Chancellor shall be final and binding.

The complaints relating to sexual harassment are, however, not be covered under these rules.

8 THE INTERAL COMPLAINTS COMMITTEE (ICC)

Sharda University encourages equal opportunities at work place for both male & female employees. In order to ensure safety of women at workplace and to maintain gender equality & women empowerment, the University follows the guidelines as mentioned in UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions), Regulations 2015 in its true sense.

An Internal Complaint Committee is constituted, from time to time, in accordance with the provisions of the Regulations, which comprises more than half women members as also one member drawn from NGO/Social Worker/Public Representative who is committed to the cause of women.

9 EXIT POLICY:

Employees are important assets of the University and therefore the constant endeavor of the University is to promote effective employees and employer relations by encouraging openness and trust.

Exit procedure ensures that an employee's exit is smooth and dealt with efficiently. While it is essential that the employees have a good image of the University during the course of their employment, at the same time it is important that they retain that image even while severing his/ her relationship with the University.

9.1 EXIT TYPES:

An Employee is separated from his or her services with the University due to the following:

9.1.1 Resignation:

Resignation is the most common means of ceasing employment and is normally accomplished by employee deciding to separate from his services. This shall be based on details as in the letter of offer shared with the employee.

A) SOP for Resignation for Teaching Staff

1. Resignations Not Accepted During Academic Year

Faculty resignations will not be entertained during the academic year, specifically between July and mid-April.

2. Counselling and Retention Efforts

If a faculty member submits a resignation during the academic year, they will be counseled by the respective Dean/HoD and the HR Department to reconsider and withdraw their resignation.

3. Notice Period Guidelines

- The notice period will not be considered served simply based on self-declarations about the initiation or completion of the handover process.

- The notice period will begin only after formal approval from the competent authority.

4. Disciplinary Measures

- If the faculty member persists in their resignation or exhibits withdrawal symptoms, their salary will be withheld, and their access credentials deactivated.
- Faculty members who are absent without approval will receive a formal notice requiring them to resume their duties

5. Deemed Resignation

- Failure to resume duties within three (3) days of the notice will lead to the forfeiture of any pending dues and exit documents. Such cases will be treated as deemed resignations.

6. Resignation Acceptance Window

Faculty resignations will only be considered and accepted during the designated period from April 15th to June 15th, ensuring minimal disruption to the academic calendar. Resignations submitted after availing vacation leave shall render the teaching staff liable for the recovery of an amount equivalent to the duration of the vacation leave availed.

9.1.2 Superannuation:

An employee superannuating at defined age shall be relieved / reinstated in service based on decision of the Competent Authority.

9.1.3 Abscondment:

An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the 11th day of absence at his/her place of duty.

9.1.4 Termination:

i. <u>Early termination of fixed-term employment;</u>

A fixed-term contract may be terminated before its expiry date by the University:

a. During the probation period specified in the letter of appointment.
b. On the grounds of unsatisfactory performance or gross misconduct (Refer the disciplinary rules of the University)
c. Where the work is no longer required to be undertaken.
d. Termination on completion of fixed term contract:
   The contract of an employee appointed on fixed-term contract will terminate automatically at the end of the contract period. The extension of the contract shall be as per the decision of the University specific to the contracted employee.

ii. <u>Termination due to Inefficiency/ Retrenchment:</u>

The termination of services of an employee may be resorted to on account of incapacity or inefficiency. However, the following must be taken into account before initiating the process of termination:

a. The University must be able to demonstrate that the employee has consistently failed to perform up to the required standards, notwithstanding all possible remedial measures, including opportunities provided for improvement.
b. The University must be certain that the employee is incapable of improving or unwilling to improve his/her performance.

iii. <u>Termination on account of Disciplinary Action</u>:

Employees are required to uphold the highest standard of professional and personal behavior in University. An employee who is guilty of misconduct/ gross misconduct rendering him or her unsuitable for employment in the University is in effect, in breach of her or his contract and may therefore be terminated. (Refer Disciplinary policy)

9.1.5 Death:

Death of an employee employed with the University.

9.2 AIMS OF AN EXIT INTERVIEW:

(i) To establish the reason/s for leaving.
(ii) To analyse any trends in the reasons for leaving.
(iii) To elicit honest feedback of the employee's perceptions about the University.
(iv) To aggregate the information gathered and utilize it for improving the working procedures and environment if found necessary.
(v) To assess the general state of morale of the employees.
(vi) To determine whether the employee is leaving the University with positive feelings or with unresolved concerns.
(vii) Exit interviews may be used as a way of developing retention strategies and serve as powerful catalysts for change and are core to good HR practice.

9.3 EXIT INTERVIEW PROCEDURE:

The employee exiting the University is required to fill up an Exit Interview Form, and a Handing Over Form, a copy whereof is at **Annexure-12** and **Annexure-13**. He/ She is also expected to fill in the No Dues Form, as at **Annexure-14** and get the same duly endorsed by the designated authorities.

Exit interview helps HR view the University policies, procedures, systems and practices for improvement in these areas through the opinion shared by the resigned employee.

(i) Exit interview data needs to be captured in the format provided above.
(ii) For the employer initiated separation, an exit interview may not be necessary but all the other formalities need to be completed as decided.

9.4 CONFIDENTIALITY OF EXIT PROCESS INFORMATION:

As a matter of policy, the University will make all reasonable efforts to maintain confidentiality of persons completing the Exit Questionnaire and/or an Exit Interview.

10. <u>GENERAL</u>

This Manual of Human Resource Administration (Policies and Regulations) supersedes all the earlier policy orders/instructions on the subject.

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