# HR POLICY

## OF

## TANTIA UNIVERSITY, SRI GANGANAGAR

## INDEX

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# DECLARATION

The objective of this Manual is to compile the HR policies and procedures followed in Tantia University. It also presents the general rules and regulations that govern the employees of the Institute. This Manual supersedes all previous manuals and memorandums that may have been issued from time to time on subjects covered in this Manual.

The University reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. The University will notify all employees of such changes. In the interpretation of any policies and procedures covered in the Manual, the Management's decision will be final and binding on all employees of the University.

**HR Department**

# 1.    BRIEF NOTE

## About Us

The Tantia University is a premier university of the country with a venerable legacy from Tantia Group of Institutes with acclaim for highest academic standards, diverse educational programme, distinguished faculty, illustrious alumni, varied co-curricular activities and modern infrastructure. Over twenty years of its existence as Tantia Group of Institutes, the group has sustained the highest global standards and best practices in education. Its long-term commitment to nation building and unflinching adherence to universal human values are reflected in its motto: "Gyanam Param Bhushanam" and "Education to Innovation".

Established in 2004 as an affiliated college, today, the State government has accorded it with the status of a State Private University (under Rajasthan Private Universities Act, 2009). A strong commitment to excellence in teaching, research and social outreach has made the University a role-model and trend setter for other Institutes and Universities.

## Vision

"To be a global leader in transforming healthcare through innovation education, community engagement, fostering a future where equitable, state of art, health services are accessible to all".

## Mission

● To carry out the academic process in accordance with global standards through active teacher-student and industry participation.
● To promote research, innovation and Entrepreneurship in collaboration with industry, research laboratories and academic institutions of global repute.
● Create and maintain excellence with high standard driven activities, giving universal significance and acknowledgement.
● To inculcate high moral, ethical and professional values amongst our students, faculty & staff.

# 2. INTRODUCTION

This manual has been developed to provide basic information and resolve employees' common questions and concerns. This manual is published and maintained as a guide for the employees so that human resources matters can be handled more consistently and equitably throughout the campus. However, the contents of this manual are not intended to create a contract or agreement between the university and the employee.

The policies stated in this manual are subject to change at any time at the sole discretion of the organization. The updated information regarding any changes in policy will be conveyed from time to time.

For any clarification/questions or concerns about the policies outlined here, the employee can contact the HR Office.

1. Definitions

- University means Tantia University
- TU means Tantia University
- HoI means Principal of the concerned institute
- HoD means Head of the Department.

# 3. ORGANOGRAM

## TANTIA UNIVERSITY ORGANOGRAM

**CHAIRPERSON**

- BOM
- VICE CHAIRPERSON
- FINANCE COMMITTEE

**PRESIDENT**

- ACADEMIC COUNCIL
- PRO PRESIDENT
- RESEARCH BOARD
- BOARD OF SPORTS

**Board of Sports branch:**
- PROCTOR OFFICE
- RTI CELL
- PROJECT CELL
- INCUBATION CENTRE
- PRO

**COE**
- DEPUTY REGISTRAR EXAM → ASSISTANT REGISTRAR EXAM → SECTION OFFICER EXAM → SUBORDINATE STAFF
- DEPUTY REGISTRAR ENROLLMENT → ASSISTANT REGISTRAR ENROLLMENT → SECTION OFFICER ENROLLMENT → SUBORDINATE STAFF

**DIRECTOR EXECUTIVE**
- DEPUTY REGISTRAR ESTABLISHMENT → ASSISTANT REGISTRAR ESTABLISHMENT → SECTION OFFICER → SUBORDINATE STAFF

**REGISTRAR**
- DEPUTY REGISTRAR ACADEMIC → ASSISTANT REGISTRAR ACADEMIC → SECTION OFFICER → SUBORDINATE STAFF
- DEPUTY REGISTRAR ESTATE → ASSISTANT REGISTRAR ESTATE → SECTION OFFICER → SUBORDINATE STAFF
- R&D CELL → DEPUTY REGISTRAR (R&D) → ASSISTANT REGISTRAR (R&D) → SUBORDINATE STAFF

**DIRECTOR ADMISSION**

**CFAO**
- ASSISTENT ACCOUNT OFFICER
- SUBORDINATE STAFF
- OTHER OFFICES OF UNIVERSITY

**Other Offices of University:**
- IQAC
- CENTRAL LIBRARY
- LEGAL CELL
- CHIEF WARDEN
- RECRUITMENT CELL
- OBC CELL
- SC, ST & PWD CELL
- ICC CELL
- PLACEMENT CELL
- IT CELL
- WOMEN EMPOIREMENT CELL
- ANTI RAGGING CELL

**FACULTY**
- FACULTY OF MEDICAL SCIENCES → DEPARTMENT'S
- FACULTY OF VETERINARY SCIENCES → DEPARTMENT'S
- FACULTY OF AYURVEDA → DEPARTMENT'S
- FACULTY OF HOMOEOPATHY → DEPARTMENT'S
- FACULTY OF NURSING → DEPARTMENT'S
- FACULTY OF PHYSIOTHERAPY → DEPARTMENT'S
- FACULTY OF PARA-MEDICAL AND ALLIED HEALTH SCIENCES → DEPARTMENT'S
- FACULTY OF EDUCATION & PHYSICAL EDUCATION → DEPARTMENT'S
- FACULTY OF AGRICULTURE → DEPARTMENT'S
- FACULTY OF LAW → DEPARTMENT'S
- FACULTY OF ART, SCIENCE, COM. & MANAGEMENT → DEPARTMENT'S

# 4. RECRUITMENT POLICY

Tantia University is committed to fair and transparent recruitment practices. We value diversity and strive to create an inclusive workplace where all individuals are treated with respect and have equal opportunities for employment. This policy outlines our commitment to merit-based hiring and our efforts to eliminate bias and discrimination in the recruitment process.

**4.1 Manner of determination of vacancies or creation of posts:** The Manager Human Resource (Establishment & Recruitment) shall in the beginning of every academic session determine in consultation with Head of each department the number of vacancies academic and non –academic, to be filled during that session, with necessary details for the approval of the Board/Chairperson.

**4.2 Minimum Educational Qualifications:** The minimum educational qualification for all Teaching and Non-Teaching staff shall be as per UGC norms/eligibility declared by TU time to time.

**4.3 Mode of Advertisement:**

(a) All vacancies in the University shall be advertised on TU's webportal. If required , the recruitment advertisement may be displayed on any one of the leading job portals and/or on a newspaper of national recognition.

(b) The advertisement shall specifically mention the minimum Eligibility, Qualifications, Age and other conditions for each post.

(c) The fact that certain vacancies reserved for SC/ST/OBC/Women/Differently abled categories of candidates shall clearly be mentioned in the advertisement.

(d) The closing date of receipt of applications shall be not less than 7 days from the date of appearance of the advertisement.

(e) The University may prescribe a fee for applications.

**4.4 Procedure for selection:**

(a) The Manager, Human Resource Department shall prepare a list of eligible candidates after a careful scrutiny of the applications for interview.

(b) The University has the right of short listing of candidates in order of merit, in case the number of eligible applicants is exceedingly high.

(c) The candidates shall be informed well in advance about the Venue, Date and Time of interview by email/telephonically.

(d) **General procedure**: If deemed fit, the selection committee, may for specific candidates or in

general organize online/offline tests, psychometric evaluation and other skill assessment tests prior to personal interview, which may be taken in person or through video conferencing. After this the Selection Committee shall recommend the names of qualifying candidates, in order of merit mentioning marks /grades secured by each candidate to the competent authority for selection. The selection committee shall recommend candidates for appointment on the basis of aggregate of marks/ grade obtained at the tests/computer test and personal interview.



Recruitment Process
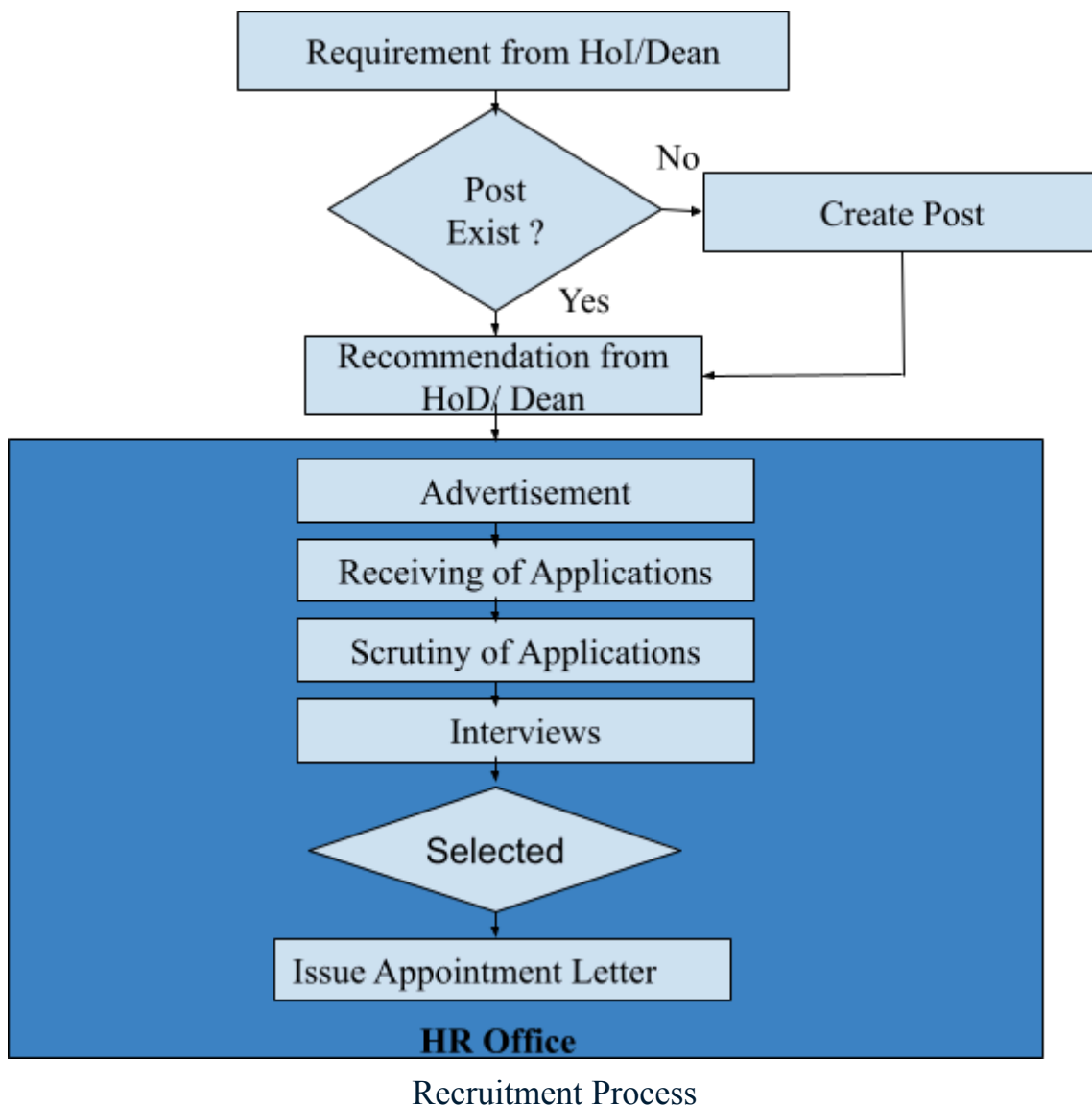
**4.5 Selection Committee for Teaching Staff**: The Chairperson shall constitute a selection committee consisting of the following for recommending candidates in order of merit, for the post of Professor, Associate Professor or Assistant Professor and other teaching assistants:

(a) President of the University

(b) A member of the Board nominated by the Chairperson .

(c) One academician to be nominated by the President.

(d) Dean/HoD of the Faculty concerned.

**4.6 Selection Committee for Non-Teaching Staff:** The **Chairperson,** keeping in view, the provisions of already existing **'Tantia University Recruitment Board [TURB]**, shall constitute a Selection Committee, consisting of the following for recommending candidates for the post of Administrative and support staff:

(a) Registrar

(b) A member of the Board nominated by the Chairperson.

(c) Head of the concerned Administrative department.

**4.7 Special mode of appointment:** Notwithstanding anything contained in these rules, the Chairperson may invite a person of high academic distinction and professional attainments to accept a post of Dean, Professor or Associate Professor or any other equivalent post in the University on such terms and conditions as the Chairperson may deem fit and on the person agreeing to do so, appoint him/her for the post.

**4.8 Appointment and Probation:**

(a) All appointments in the University shall be made only after approval by the Chairperson.

(b) The Registrar shall issue appointment letter to the candidate(s) appointed for any post in the University, clearly stating therein the period allowed for joining the service, and other terms & conditions.

(c) A candidate joining the services of the University shall submit a joining report along with all other original documents, including a certificate of medical fitness from a registered medical practitioner to the HR Manager. The HR Manager shall return all the original documents after verification.

(d) The HR Manager shall ensure to get the new employee registered on Biometric Machine and also on Universities' ERP portal.

(e) The HR office shall release the Employee number and ID-Card as a proof of joining TU.

(f) New employee should open a separate Bank Account as directed by the HR office in which every month his/ her salary may be directly deposited by the university.

(g) A person appointed for any post in the university shall be on **probation for a period of two years,** provided that the Chairperson may, at his/her discretion, reduce **the probation to a period less than two years**.

(h) If the services and performance of the employee are not found to be satisfactory during the

period of probation, the Chairperson, at his/her discretion, may:

(i) Extend the period of probation by a specified period not exceeding one year, or

(ii) Terminate his/her services by issuing one month's notice.

**4.9 Confirmation:** A probationer, upon satisfactory completion of the period of probation and fulfilling requirements, if any, shall be confirmed to the post.

### 4.10    Joining Procedure

Joining process involves the following:
- Uploading the  primary details in the ERP as 'Candidate's Statement & Declaration'.
- The certificates and testimonials provided by the candidate are then meticulously verified against the original documents in terms of  Education, Experience and Achievement (if any).
- Submitting the joining report.
- Formal information to the Head of concerned Department/Institute about the candidate's appointment.
- Issual of  Id-card.
- Assisting for opening Salary Account with Bank
- The Induction/Orientation program is scheduled for the new appointees so as to familiarize them with the key operations, practices and policies of University/Institute.

### 4.11    Payment of Salary

The salary is usually  disbursed within the first seven working days of every month.

### 4.12    Deduction from Salary

Deductions in salary may be made for TDS, any loan, retainer ship, etc.

### 4.13    Identity Card

- Every employee will be provided with an Identity card.
- Upon leaving the institute, employees must surrender their identity cards, badges, and other items. The surrender of the identity card is a requirement for the final settlement of dues.

### 5.    Salary Increment Policy

### 5.1    Introduction

This policy outlines the procedures and criteria for salary increments for the employees of  Tantia University. The policy aims to ensure fair, transparent, and merit-based salary adjustments that reflect the contributions and performance of faculty members.

## 5.2 Objectives

- To recognize and reward faculty members for their contributions to teaching, research, and service.
- To ensure a transparent and equitable process for salary increments.
- To motivate and retain high-performing faculty members.
- To align salary increments with the strategic goals and financial sustainability of the university.

## 5.3 Eligibility

- All full-time faculty members who have completed one year of service at the University are eligible for salary increments.
- Faculty on probation may be considered for salary increments upon successful completion of the probation period and based on performance evaluation.

## 5.4 Criteria for Salary Increments

Salary increments will be based on the following criteria:

1. **Performance Evaluation**:
- Annual performance appraisal considering teaching effectiveness, research output, publications, student feedback and peer reviews.
- Contribution to institutional development and community service.

2. **Academic and Professional Achievements**:
- Attainment of higher qualifications, awards and recognitions.
- Participation in national and international conferences, workshops, and seminars.
- Publications in reputed journals and presentation of papers at significant conferences.

3. **Research and Innovation**:
- Securing research grants and funding.
- Patents and innovations developed.
- Collaborative research projects and interdisciplinary work.

4. **Institutional Contribution**:
- Involvement in committees, administrative roles, and special projects.
- Leadership roles in academic and extracurricular activities.
- Mentorship and support provided to junior faculty and students.

5. **Professional Development**:
- Participation in faculty development programs and continuous education.
- Membership and active participation in professional bodies and organizations.

## 5.5 Increment Structure

- Salary increments will be determined based on performance ratings from the annual appraisal.
- The University will establish a percentage range for increments, which may vary according to the university's financial position and budgetary provisions.
- Exceptional performance may warrant additional recognition in the form of bonuses/Incentive or accelerated/special increments.

## 5.6 Increment Process

1. **Performance Appraisal**:

- The performance will be appraised annually, involving self-assessment, peer reviews and supervisor evaluations.
- A performance review committee will review the appraisals and recommend salary increments.

2. **Recommendation and Approval**:

- Recommendations for salary increments will be made by the performance review committee to the University's executive council or designated authority.
- Final approval for salary increments will be given by the executive council or the designated authority.

3. **Communication and Implementation**:

- Faculty members will be informed about their salary increments through official communication from the HR department.
- Increments will be implemented in the subsequent payroll cycle following the approval.

## 5.7 Appeal Process

- Employees willing to appeal for the salary increment may submit a formal application to the HR department.
- The appeal will be reviewed by a special committee, and the decision will be communicated to the faculty member within a specified time frame.

**5.8 Performance Allowance:** 10% performance allowance is inbuilt in the salary of all employees, which can be deducted in any month,upon the recommendation of the immediate reporting officer, if their performance observed is below the level prior to increment. This rule shall be applicable to all the employees of the University.

**5.9 Mode of Payment:** The salary of each employee is directly transferred to his/her Bank Account each month.

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**5.10    Retention of Security Amount**:To discourage the practice of leaving the job by the employees without serving one month notice, the University may deduct 8% of the salary of each new employee for up to 12 months,The amount will be deposited in the form of security. The amount so deducted during 12 months will be returned in entirety to  employees serving one Month Notice along with No Dues.

**5.11    Allowances:** Includes DA, HRA, CCA or other allowances as per declaration by the University from time to time.

**5.12    Rules for punctuality**:

(a) It is expected that the employee should report  his/her duty 5 minutes prior to scheduled time, however, a grace period of 5 minutes can be considered for all employees. Thereafter    extra five minutes to 20 minutes will be treated as late. (Either coming or going).

(b) A relaxation of 3 post scheduled time reporting or early departure (5 - 20 mins) in a month are permissible,for which, there shall be no deduction in salary.

(c) Thereafter, salary will be deducted at the rate of number of late reporting or early departure multiplied by 1/3$^{rd}$ salary of a day.

(d) An employee reporting  20 minutes later or leaving  20 minutes prior to scheduled time will be marked half day leave.

(e) It is obligatory for all the employees to submit their biometric impression in time for getting their attendance marked.Punctuality by the employee is expected during services in the University.

(f) In case the President and the Registrar of the University are unable to record their attendance biometrically their respective offices may maintain their movement registers to record their attendance.

**5.13    Issual of Certificates:**

○ The employee requiring a salary or experience certificate shall apply in prescribed format  one week prior to the HR office.

○ Certificates will be issued only if the service period equals to or  greater than an academic session.

○ For the employees leaving the organization, certificates may be released only if the concerned employee has served one month's notice prior to leaving the job.

○ Certificates will not be issued if the job of an employee is terminated due to moral turpitude or due to gross negligence in the performance of duties or continued dismal performance.

○ The Certificate(s)  will be issued under signature of the **Registrar.**

## 5.14    Review and Amendment

● This policy will be reviewed periodically to ensure its relevance and alignment with the university's strategic goals and financial capabilities.

● Amendments to the policy will be made as per the need, based on feedback and emerging best practices in higher education.

## 6.    GENDER EQUALITY

Tantia University is committed to promoting gender equality and creating a work environment where all individuals, regardless of gender, have equal rights, opportunities, and treatment. We aim to eliminate gender-based discrimination, stereotypes, and biases, and foster a culture of inclusivity and respect for diversity.

This policy applies to all employees, contractors, clients, and partners of the organization. It covers all aspects of employment, including recruitment, hiring, promotion, training, transfers, compensation, working conditions and all other terms and conditions of services. Detailed policy is attached in the Annexure.

## 7.    ON-BOARDING INDUCTION & ORIENTATION

**Objective:** To make the new employees familiar with the University's culture, mission, vision, values, policies, process & their job.

Making sure the On boarding, Induction & Orientation process be the best experience possible for new employees that will lead to their long-term association and success.

The new employee will feel the pulse of the Institute on meeting the members from different sections and will get a good enough idea about the Institute, our activities and the role which the incumbent will be playing on entering the services of the Institute. This will also help the employee to gain an understanding of our Institute's policies, the philosophy, values, operational guidelines, including aspects related to HR policies & procedures.

## 8.    ID CARD POLICY

Tantia University issues a Photo Identification Card (ID) to each employee. The ID card serves as proof of employee status within University

### 8.1. Issuing Authority

The Human Resources department issues employee ID cards.

## 8.2. Scope

This policy applies to all Tantia University Employees (Irrespective of mode of association)

## 8.3. Guidelines

- Post verification, of all the required documents, an ID card would be issued to the new employee.
- It is mandatory for employees to visibly carry /wear the ID card while being in the University campus or while representing the University in any outside meeting / seminar/workshop.
- Printing of ID cards is a centralized process based on the University approved format.
- All Employees should submit the Photo to process their ID Cards at the time of Joining.
- Upon separation from the association, it is mandatory to return an ID card to the HR department as a part of No Dues Clearances.
- In case, if an employee has lost/misplaced their ID card, they need to immediately inform the HR office.
- For the reissue of ID card, INR 100/ would be deducted from the salary of the succeeding month.

## 9.    DRESS CODE POLICY

Tantia University believes that its employees are representative / brand ambassadors of the University, and their dress; grooming and personal hygiene is a reflection of TU to the outside world. Therefore TU has defined guidelines for Dress Code for all its employees to ensure that the employee's attire at the workplace is appropriate while at work, which makes colleagues, students, parents, clients and vendors comfortable during their interactions with associates and also builds confidence in employees; ability to deliver quality services.

The Policy is applicable to all employees working across Tantia University

### Guidelines:

1. All employees are expected to adhere to the dress code guidelines at the workplace and while on official visit while representing the TU.
2. Employees are expected to dress according to the acceptable standards including being neat, clean and well-groomed at all times.
3. Employees who have been provided TU uniform shall wear the same while being on duty.

| Male (Teaching / Non-Teaching/Support Staffs) | Female (Teaching / Non-Teaching/Support Staffs) |
|---|---|
| Formal shirts & trousers<br>Polished clean shoes/Sandals | Salwar-Kurta with Dupatta/ Scarf , Sari<br>(For Admission Cell, Training & Placement Cell)<br>Formal shirt and trousers, business suits |

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**Note:** The above mentioned list is not an all-inclusive; however, it enables to define general guidelines for formal wear. It is expected that Tantia University employee's would be using their own judgment regarding items which are not addressed in the list above.

### Non-Compliance

1. If an employee's clothing fails to meet these standards of Tantia University, as determined by the policy, immediately the HOI/HOD and HR representative  will ask the employee not to wear the inappropriate item to work again.
2. If the problem persists, the employee may receive a verbal warning for the first offense. Even if it persists, progressive disciplinary action would be taken for further dress code policy violations.

## 10.    TIME & ATTENDANCE POLICY

Each block has been installed with a Biometric device to record the attendance of all the staff members. Office timings are 7 hours, and in Mediacl College the timings are 8 hours, Monday to Saturday, all 6 days working with a 30 minutes lunch break.

| | |
|---|---|
| Teaching Staffs Timing | Start from 7:30 am and onwards<br>General Shift time 10:00am to 5:00 pm/ 9:00am to 5:00<br>(Shift time may differ as per work requirement) |
| Non- Teaching Staffs Timing | 10:00am to 5:00 pm<br>(It may differ as per work requirement) |
| Grace Period in morning (In Time) | 10 minutes for 3 days in a month |
| Half day Present | => 3.5 hours  to < 7 hours |
| Absent | < 3.5 hours shall be marked as absent |
| Gate Pass | 1 hour time relaxation is given 6 times in 6 months |

## 11.    LEAVE POLICY FOR THE UNIVERSITY STAFF

### PART-A

**11.1.1. Introduction:**   The leave policy of the University outlines the rules and regulations regarding different types of leave that an employee can avail, such as vacation, sick, or other personal reasons. The policy typically covers eligibility, application procedures, and limitations

on leave accumulation.

**11.1.2. Rules & Regulation for availing leave:**

(a) Sanction of leave cannot be claimed as a matter of right and no appeal shall be entertained against the order of refusing the leave.

(b) Ordinarily, leave should be applied for, well in advance. Leave on private affairs for a period exceeding one month should be applied at least 15 days in advance.

(c) When the exigencies of service so require, it is open to the sanctioning authority to refuse or revoke leave of any description or to recall an employee to duty when he/she has availed a part of his leave.

(d) Unless the extension of leave is sanctioned by the competent authority, the willful absence from duty after the expiry of the leave originally sanctioned shall amount to misconduct and necessary disciplinary action will be taken against the employee.

(e) An employee on leave may not be allowed to resume duty before expiry of the leave unless he/she is permitted to do so by the sanctioning authority.

(f) Leave shall not be sanctioned to an employee who is under suspension.

(g) An employee shall, before proceeding on leave, intimate his leave address to the authority concerned and also keep it informed of any changes thereof.

(h) No employee who has been granted leave on medical certificate may be permitted to join duty without submitting a fitness certificate from a Registered Medical Practitioner. Also, the authority that approves leave can ask for a fitness certificate from an employee who availed leave due to health reasons, even if the leave wasn't based on a medical certificate.

(i) An employee who is absent without permission may lose their right to the job unless they return within three days and personally explain the reason for their absence to the authority who can grant leave.

(j) No leave shall be granted beyond the date on which an employee shall retire.

(k) Any annual leave not used within the year will expire and cannot be carried forward or cashed in later.

**11.1.3. Declared Holidays (DH) :** Declared holidays are declared by the University in the Academic Calendar/ List of holidays. Any holiday/ Gazetted holiday declared by the State administration will be observed as University holiday, only if it is declared exclusively by the Registrar.

**11.1.4. Restricted Holidays (RH):** The University may also declare certain Restricted Holidays, and permit the employee to choose to avail some of these, (maximum two) based on the provisions given in the relevant notification issued by the Registrar.

**(a)** **11.1.5. Casual Leave (CL):**

(a) **Introduction:** The object of this leave is to enable the employee to attend some urgent or unforeseen contingencies. Employees on casual leave are not treated as absent. Casual leave cannot be claimed as a matter of right, and its grant is always subject to the exigencies of service.

(b) **Eligibility:** Casual leave will be limited to 15 in a year.

(c) **Duration of Leaves at any time:** CL may be availed only after completion of initial one month of service in the university. The CL for a period of more than 03 days at any one time may normally not be granted, even if due, unless the Competent authority is satisfied with the reasons for requesting leave for longer duration.

(d) **Combination of Leave:**

(i) Intervening Sundays and holidays shall not be counted as casual leave.

(ii) Casual leave cannot be combined with any other kind of leave. However, casual leave can either be prefixed or suffixed with vacation.

(e) The application for CL must reach the **Competent Authority** at least **2 days** in advance, and the employee should ensure that leave is sanctioned, before he/she proceeds on leave**.** In case of any emergency, if the employee proceeds on leave without prior approval, the Competent Authority should be informed accordingly, through telephone before schedule reaching time and the employee must submit the application within 24 hours of return to duty.

**(b)** **11.1.6. Medical Leave:**

(a) The employees of the university are entitled to medical leave under "serious health conditions" that make them unable to perform the duties of their position. The employee can avail 10 paid medical leaves in a year.

(b) Un availed medical leave by any employee in any year may be credited to his/her medical leave account.

**(c) 11.1.7. Half-Day Leave (HL):**

(a) Absence from duty for the first or second half of the day may be treated as Half-day Leave (HL).

(b) Only one HL is admissible to the employee in a month.

(c) HL will not be accumulated or carried forward to the next month.

(d) HL can only be applied for if the employee has **NO classes/ pending work at hand** for that half of the day for which the HL is applied for.

(e) The employee shall not be granted HL, if in the opinion of the competent authority some important/ urgent University work will be adversely affected.

(f) Half day leave shall be debited from the CL account of the employee.

**11.1.8. Maternity Leave (ML):**

**(a) Introduction:** All women employed by the university are supported in their personal obligations and in particular in their responsibilities as a mother. Recognizing the importance of the aforesaid need, the university has made a provision wherein all female employees who have expressed the intention to return to work following childbirth are eligible for maternity leave . The maternity leave shall not be debited from the leave account and will not be treated as absence.

**(b) Eligibility:** Maternity leave can be availed only once during the entire service tenure of the female employee. Maximum 135 days of maternity leave may be sanctioned of which only one month leave will be paid leave. In order to avail maternity leave, at the 15th week before the expected week of childbirth, female employee should:

    I. hold a current contract of employment with the university.

    II. have completed her probation period and received confirmation letter for regular employment from the competent authority.

    III. apply for leave with application duly supported with a medical certificate from a certified Gynecologist.

    IV. certify her intent to return to work following the birth of her baby.

**(c) Miscarriage/Abortion:** Leave may also be granted in case of miscarriage, including abortion, maximum up-to 15 days out of which 6 days leave will be considered as paid leave.

(d) **Paternity leave:** A male employee is entitled to paternity leave for a period of six (6) days, to be granted once during the entire tenure of service, at the time of his wife's childbirth.

**(d)**  **11.1.9.  Academic Leave (AL):**

a) **Introduction:** An "academic leave" refers to a period of absence from the university, for reasons related to academic pursuits or circumstances. The academic leave may be granted to a faculty member to:

- **present** a research paper in a seminar/ conferences,
- deliver a **Keynote speech** in the seminar/ conference/ workshop
- participate in an academic function of any other University/ Institution as **Chief Guest/** Guest of Honor,
- serve as an **examiner** in any other University/ Institution.

b) **Eligibility:** This leave may be sanctioned to faculty members who have completed six months of **continuous** service in the University.

c) **Duration of Academic leave:**

- The University may allow upto7 AL per calendar year, subject to prior approval. AL shall not be considered as a right or some kind of entitlement.
- AL sanctioned to faculty presenting research papers in seminar/ conference, will be limited to TWO presentations in one semester. While availing/ sanctioning such leaves, academic schedule of the university should be taken care of and must not be disturbed. Administration of AL on this account will be controlled by the office of President.
- For delivering a Keynote speech/ participating as Chief Guest or Guest of Honour in another University's function the decision will be taken on a case to case basis.

d) **Applying for Academic Leave:**

- The purpose of academic leave should become payable with the academic interest of the university and the faculty member;
- Alternate arrangement for applicant's duties during leave period has to be made by the applicant.

- It is ensured that the individual intends to return to university service after the period of leave.

**(e)**    **11.1.10. Duty Leave/ On Duty Leave (OD):**

a) **Introduction:** If an employee is required to go out of University campus on account of work related to TU, the absence from the campus will be treated as OD.

b) **How to apply for OD:** The employee will submit an intimation letter to the HR office along with the approval/ relevant order of the Competent Authority.

**(f)**    **11.1.11. Extraordinary Leave without Pay (LWP):**

a) **Introduction:** A leave without pay is any period of leave that is completely without any salary paid to the employee. Grant of LWP may be requested in the prescribed form when an employee is unable to work due to circumstances which compel him/her to remain away from duty for a definite period of time. This leave may be sanctioned only to those, who have completed one year of service in the University.

b) **Reviewing a Request for Leave without Pay:** In making the decision to **a**pprove or deny a LWP request, consideration will be given to the employee's contributions to the University, LWP taken previously, and any other relevant fact or which the Competent authority deems fit.

c) **Intervening Sundays and holidays:** The entire LWP period, including Sundays and holidays, between the date on which the employee has availed the LWP and the date of his/her joining back the duty will be treated as the period of LWP.

**11.1.12.  Vacation/Break:**

a) Employees of the university are not entitled for Vacation/ Break, unless he/ she has completed one full year of continuous service.

b) The vacational staff shall be entitled to the vacation/ break declared by the university as per following norms:

     **(i)**    **Winter break:–Maximum one week**

     **(ii)**    **Summer Vacation:–Maximum 30 days**

c) The Non- vacational staff may be permitted to avail vacation/ break declared by the university as per

following norms:

    **(iii)**    **Winter break –Maximum 3 day**

    **(iv)**    **Summer vacation–Maximum10 days**

## 11.1.13. Earned leave:

**a) Eligibility:**

    (i) The Non-vacational staff will be entitled for EL by virtue of serving the University. No EL will be admissible in the first completed year of service. Thereafter, EL will be credited to the leave account of non-vacational staff at the rate of one EL per TWO completed months of continuous service without break. If the employee is marked **ABSENT even once** in any month of the year, he/she will not be able to claim any EL for that month.

    (ii)    In case any employee of the university is detained in writing by the competent authority for some administrative/ academic work during the holidays/vacation/ break may be granted earned leave in proportion of 1:1i.e.one days earned leave for one full day duty subject to maximum of 12 days in a calendar year.

**b) Duration of Leave Sanctioned:**

    (iii)    Availing EL shall not be a right of the employee. The employee can take EL in such a way that the work of the University does not suffer.

    (iv)    Before taking the EL during the semester, prior approval of competent authority is necessary.

**c) Combination of Leave**

    (v)    With the exception of ML & LWP, other leaves cannot be granted in combination with or in continuation of EL.

    (vi)    Intervening Sundays and holidays shall be counted as part of Earned Leave.

    (vii)    For instance, Saturday(If working)+Sunday+Monday= 03 days leave,

        Friday+Saturday Sunday+Monday =04 days leave

**d) Accumulation & Carry Forward of Earned Leave:**

The earned leave may be credited to the leave account of an employee at the close of the calendar year, in proportion to the period of **continuous service** rendered in the University during that calendar year. **Un-availed** EL will not lapse and can be carried forward up to subsequent two years (24 months) after which, if not availed,will lapse.

## Part-B

### 11.2.1. Purpose:

The Purpose of this policy is to outline the leave entitlements and procedures for hostel wardens in the university. This ensures clarity and consistency in managing leave while maintaining the operational efficiency of university hostels.

### 11.2.2. Scope:

This policy is applicable to all hostel wardens employed by the university.

### 11.2.3. Leave Entitlement:

a) **Annual Leave:** Each hostel warden is entitled to maximum 4 days leave in a month i.e 48 days as per calendar year (including casual leave (CL), Medical leave (ML)).

b) **Leave Exclusion:** No additional leave (general holidays, Sunday's and any other special leave) beyond the 48 days per year will be granted.

c) Maximum two days leave will be carried forward to next month,if not availed. Leave more than 10 days at a time will not be admissible.

d) Leaves will be calculated per calendar year and will not be carried forward for the next year.

### 11.2.4. Leave Application Process:

a) **Advance Notice:** Hostel warden must submit a leave request at least 3 days in advance, specifying the dates of the leave and the reason.

b) **Approval: Leave** request must be approved by the hostel Convener. Approval is subject to operational requirements and staffing needs.

c) **Emergency Leave:** In case of unforeseen emergencies, wardens may apply for leave with immediate effect. Such leave will be considered on a case-by-case basis and must be reported as soon as possible.

d) **Documentation:** Wardens are required to submit all necessary documents supporting their leave request, including, but not limited to the medical certificate (If applicable) or other relevant documents for emergency leave.

### 11.2.5. Responsibilities:

a) Hostel Warden: It is the responsibility of wardens to plan and manage their leave within the given provisions and to ensure their responsibilities are covered during their absence.

b) Hostel Convener: The Hostel convener is responsible for approving leave requests and ensuring adequate staffing levels are maintained.

## Summary of Declared leaves/Holidays:

| S.No. | Leave Permissible | No. of Days in an year/ service period | Applicability |
|---|---|---|---|
| 1 | Casual Leave (CL) | 15 days in a year | Applicable to all staff |
| 2 | Medical Leave(ML) | 10 days in a year | Applicable to all staff |
| 3 | Restricted Holidays | 2 days in a year | Applicable to all staff |
| 4 | Maternity Leave | Maximum 135 Days(30 days paid leave,rest unpaid), Once during entire service period | Female Staff |
| 5 | Miscarriage/Abortion | Maximum 15 Days(6 Days Paid Leave,rest unpaid),Once During Entire Service Period | Female Staff |
| 6 | Paternity Leave | 6 days,Once During Entire Service Period | Male Staff |
| 7 | (a) Winter Break (Vacational staff) | One week in a year | For academic staff |
|  | (b) Winter Break (Non-vacational staff) | 3 days in a year | For Admin Staff /Non-academic staff |
| 8 | (a) Summer Vacation (Vacational staff) | 30 days in a year | For Academic Staff |
|  | (b) Summer Vacation (Non-vacational staff) | 10 days in a year | For Admin Staff/ Non-academic staff |

### 11.2.6. Competent leave sanctioning authority:

Following shall be the competent authorities for the sanction of different kinds of leave admissible to University employees:

The Chairperson shall sanction leave to the following:

**The President, The Pro-President and The Registrar** (all types of leave).

All other categories of staff (more than **seven days** leave of any type).

The President: shall sanction leave to Deans, Principal, Vice- Principals, Professor, Associate Professor, Controller of Examination, Sport officer - leave of any type, up to **seven days.**

The Dean/ Principal shall sanction leave to Assistant Professor, Lab technicians and other staff of his Faculty/Institute (leave of any type, up to three days).

The **Registrar** shall sanction leave to Dy. Registrar, Assistant Registrar, Managers (HR) and employees of **Registrar's Office,** leave of any type, up to three days normally, and up to **five days** under **extraordinary justified circumstances, Leave matters** beyond **5 days** will be referred to the **President**.

The Controller of Examination shall sanction leave to employees working under him/her (leave of any type up-to three days).

The Chief Finance and Account Officer shall sanction leave to employees working under him (leave of any type up-to three days).

The Chief Librarian shall sanction leave to employees working under him/her (leave of any type up to three days)

**Note:**

1. An application for leave shall be submitted to the Head of department of the employee in the prescribed format who shall, if competent, sanction the leave and in other cases forward the same to the authority competent to sanction such leave.

2. The leave record of every employee shall be maintained by the Manager, Human Resource Department for purposes of payment of salary and consolidation of leave records.

**(g)** **11.2.7.Monthly salary statement preparation:**

○ Joining month's salary payment will be based on the employee's actual number of working days in the said month.

○ **Difference between 'Leave' and 'absent'**: Whereas, **Leave** is informed or sanctioned absence

from the duty on a working day, the **Absent** is uninformed absence from duty on a working day. **Absent** matters are treated as willful negligence of duty and may end up in being relieved from service.

○ Two days salary may be deducted for each 'Absent'. In case the absence exceeds a week, it will lead to termination of services by the University authorities.

○ If an employee is on a long leave, in the first / last week of the month, his/her salary will be released only after10 days of regular working after rejoining.

○ Salary advances, if any, will be deducted subsequently in current months, either in single installment or in parts. Penalties and deductions are to be made from immediate salary of the month.

○ Holidays cannot be **Both** prefixed and suffixed around permitted/sanctioned leave period, unless specific permission of the Competent Authority is taken in writing. Else, the entire period of absence from duty including leave and holidays will be converted into leave.

○ Sundays will be counted as leave in between long leaves periods. Also, if an employee is on leave (other than CL) on Saturday and following Monday in continuation, then Sunday will be counted as a leave.

### 11.2.8. Policy Review – Implementation:

This policy will be reviewed annually or as necessary to ensure its effectiveness and relevance. By Adhering to this policy, hostel wardens can ensure a fair and consistent approach to leave management while supporting the operational needs of the university hostels.

## 12.    EMPLOYEE WELFARE POLICY

At Tantia University, it is committed to ensuring the well-being and satisfaction of valued teaching and non-teaching staff. TU welfare policy is designed to support employees in various aspects of their lives, fostering a positive work environment where everyone can thrive.

| Sr. No. | Staff Welfare Measures |
|---------|------------------------|
| 1 | Health Care Benefits (Physiotherapy OPD, Health Centre, vaccination , Sick Leave, Free Health Check-ups) |

| | |
|---|---|
| 2 | Canteen facility available within University Campus. |
| 3 | Incentives for Excellence in Research Publication/ Projects/ Patents/ Awards/ Consultancy work. |
| 4 | Special Leave and reimbursement of registration fee for attending conferences/ seminars/ FDPs/ Workshops. |
| 5 | Financial Support for Conferences, Workshops,Membership fees for professional bodies(FSCWM)  as per University norms |
| 6 | Maternity leave benefit to Woman Staff as per University's Leave Policy. |
| 7 | Railway Concession Facility for Educational Group Tours. |
| 8 | Creche Facility in the University Campus. |
| 9 | Fund contribution to family of staff members towards the demise of the staff members working in TU. |
| 10 | Diwali Gift to TU  employees. |
| 11 | Banking & ATM facility near University campus. |
| 12 | Special Leaves for the Employees of TU. |
| 13 | Residential facility for teaching/non teaching staff members. |
| 14 | Fee concession for pursuing higher education. |
| 15 | Recreational Center having Gym and Sports facility |

## 13.    CAREER ADVANCEMENT POLICY

### 13.1. Introduction

The Career Advancement Policy is a comprehensive policy designed to provide employees of Tantia University with a structured framework for professional growth, development, and advancement within the organization. This policy aims to create a

supportive environment that encourages excellence, continuous learning, and personal development.

The Career Advancement Policy is applicable to all employees and will be administered by the Human Resources department.

**13.2. Objectives:** The key objectives of the Career Progression Plan are as follows:
- To recognize and reward employees' contributions and achievements.
- To ensure that career advancement is based on merit, skills, and performance.
- To foster a culture of continuous learning and development.
- To provide a clear roadmap for career growth opportunities within the organization.
- To enhance employee motivation and job satisfaction.

**Eligibility Criteria to be eligible for career advancement within TU, employees must meet the following criteria:**
- Satisfactory completion of the probationary period (if applicable).
- Demonstrated competence in their current role.
- Consistent adherence to the university's code of conduct and ethics.
- Positive performance evaluations based on set performance indicators.
- Participation in relevant training and professional development programs.

Career Advancement Paths, TU recognizes multiple career advancement paths, each tailored to specific job roles and levels. These paths may include, but are not limited to:
- **Academic Staff:** Tutor, Assistant Professor, Associate Professor, Professor.

**13.3. Teaching Positions:**

| Positions | Minimum Experience & Qualification |
|---|---|
| Principal | Professor/ Associate Professor + 15 Years teaching |
| Professor (Entry Level) | 10 Years teaching + Ph.D. |
| Associate Professor (Academic Level 13 A to Level 14) | 1. An Associate Professor who has completed three years of service in Academic Level 13 A.<br>2. A Ph.D degree in the subject concerned/allied/relevant discipline.<br>3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period or Evidence of having successfully guided doctoral candidates. |

| | 4. A minimum of 110 Research Score |
|---|---|
| Associate Professor (Ent Level) | 8 Years teaching + Ph.D. |
| Assistant Professor to Associate Professor (Academic Level 12 to Academic Level 13A) | 1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.<br>2. A Ph.D Degree in the subject concerned/allied/relevant discipline.<br>3. Any one of the following during last three years:<br>completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.<br>4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. Or Evidence of having guided at least one Ph.D. candidate. |
| Assistant Professor (Academic Level 11 to Academic Level 12) | 1. Assistant Professors who have completed five years of service in Academic Level 11.<br>2. A Ph.D. Degree in the subject relevant/allied/relevant discipline.<br>3. Has done any two of the following in the last five years of Academic Level 11: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.<br>4. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period. |
| Assistant Professor (Academic Level 10 to Level 11) | An Assistant Professor who has completed five years of service with a Ph.D degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or five years of service in case of those without a .D./M.Phil./ PG |

| | |
|---|---|
| | Degree in a Professional course and satisfies the following conditions:<br><br>Any one of the following:<br><br>Completed Refresher/Research Methodology Course/ Workshop/ Syllabus Up-gradation/ Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and Published one research publication in the peer-reviewed 'journals or UGC-listed Journals during assessment period. |
| Assistant Professor (Entry Level) | Master's Degree (Ph.D./ NET/ SLET preferably) |
| Nursing Tutor | According to Council norms |

\* Management of the University has all the authority to approve any person to go for career advancement considering their contribution to the University.

## 14.    LOCAL REIMBURSEMENT POLICY

Tantia University provides Travelling Allowances for official duty. For Various University administrative work, University staff are going on their own vehicle to complete allotted work by higher authority in routine office hours and University shall pay the travelling allowance as per prevailing norm of TU.

It is applicable to all employees working across Tantia University.

## 15.    PERFORMANCE APPRAISAL POLICY

Tantia University is dedicated to implementing an effective Performance Appraisal Policy for continuous evaluation of employee performance and identifying development needs within the organization. This process evaluates achievements, promotes positive behavior and values, and takes actions to foster employee development.

The purpose of this Performance Appraisal Policy is to establish a fair and transparent framework for evaluating the performance of teaching and non-teaching staff at Tantia University. The policy aims to recognize and reward exceptional performance, provide constructive feedback for improvement, and support professional development within the university community.

This policy applies to all teaching and non-teaching staff employed by Tantia University, including full-time employees.

## 15.1. Objectives:

1. The performance appraisal system is designed with the institution's long-term objectives in mind.
2. The primary goals of the performance appraisal policy are to inform employees about future opportunities within the College/Institute and to foster a supportive environment for discussing career aspirations and development.
3. To cultivate innovative skills in various domains including teaching, research, internal activities, external engagements, and administrative/examination tasks.
4. Performance Appraisal is directly linked with Salary Increment. (Annexure attached).

## 15.2. Eligibility:

The performance review would be admissible to regular full time teaching staffs and non-teaching staff who have worked for at least one year:

| Criteria for Salary Increment for Teaching Staff: | Criteria for Salary Increment for Non-Teaching Staff: |
|---|---|
| 1. Performance Evolution<br>2. Academic and Professional Achievements<br>3. Research and Innovation<br>4. Institutional Contribution<br>5. Professional Development<br>6. Increment Structure<br>7. Increment Process<br>    a) Performance Appraisal<br>    b) Recommendation and Approval<br>    c) Communication and Implementation | 1. Team Work<br>2. Planning & Organization<br>3. Interpersonal Skills<br>4. Deadline Achieving Status<br>5. Work Accuracy<br>6. Approach to remain upgraded<br>7. Professional Techniques & Etiquette |

## 15.3. Appraisal Process

### Self-assessment

Employees will be informed of the appraisal at least 4 weeks before the appraisal. A copy of the appraisal self- assessment form will be given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the HoD 2 weeks before the appraisal.

**Appraisal Performance**

The HoD will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance.

**The one to one meeting**

The one-to-one appraisal meetings will be conducted in private to ensure confidentiality. Ample time will be allotted to ensure the meeting is unhurried and discussions are thoroughly considered. It's important for employees to understand that information provided in the form must be discussed during the appraisal one-to-one meeting.

## 15.4. Implementation of Policy

While ultimate responsibility for policy implementation and review lies with College/Institute authorities, it is mandatory for all employees to comply with and assist in implementing the policy.

Institute will communicate this policy and the role of employees in its implementation to all existing staff members. New employees must be notified for the same during induction.

## 15.5. Reviewing Policy

This policy will be reviewed, if necessary, Improvements will be made to the management by learning from experience and the use of established reviews.

## 16. PROBATION & NOTICE PERIOD POLICY

| Probation Period | Minimum Six Months for all employees OR As defined in appointment terms |
|---|---|
| Notice Period<br><br>As per appointment clause or latest acknowledged notification/s issued by the Management would be applicable.<br><br>● Notice Period extension or wave off, subject to mode of separation, at the discretion of the Management | One Month Notice Period<br>or<br>One Month Salary in lieu of un-served Notice Period |

## 17. TRAINING AND DEVELOPMENT POLICY

Tantia University recognizes the importance of investing in the continuous development of its staff to enhance their skills, knowledge, and competencies. This Training & Development Policy is designed to provide guidelines and support for the professional growth and development of all employees.

**The purpose of this policy is to:**

- Promote a culture of continuous learning and improvement.
- Enhance employee performance and job satisfaction.
- Support career progression and personal growth.
- Ensure that employees have the necessary skills and knowledge to meet the Tantia University's strategic objectives.

### 17.1. The Value of Professional Development Initiatives

- Integration of all facets of development, including organizational, professional, personal and educational.
- Providing chances for faculty to gain insight into the requirements of statutory and accreditation authorities in education.
- Sensitizing the faculties to new concepts in teaching and assessment procedure that promote student's holistic development.
- Strengthening of the institution's commitment to providing high - quality education by ensuring that all faculty members are current in their professions.
- Improvement of faculty members' broad awareness of contemporary concerns relevant to their specific fields of teaching.

### 17.2. Purpose of Professional Development Initiatives

- Performance evaluations.
- Skills assessments.
- Employee feedback.
- Strategic priorities of the University.

### 17.3. Programs for Training & Development

The following types of training programs must be include but are not limited to:

- Faculty Induction Program (Orientation)
- Refresher course
- Short term courses and workshops
- Technical skills training, etc.

## 17.4. Training Plan Proposal

- At the beginning of every semester, the concerned Dean/HoD or Section Head shall develop a proposal in accordance with the department's training needs and the academic calendar.
- After reviewing the plan it will submitted for approval with recommendation (if any)
- Through IQAC, the same will be submitted for the competent authority for approval.

The decision of the President/ President/ IQAC/Registrar shall be considered as final and binding in the situation where several events are planned in more than one department.

## 18. GRIEVANCE REDRESSAL MECHANISM FOR STAFF

- In the event that a staff member experiences a grievance, it is recommended to either address it in writing or arrange a meeting with the respective Head of Department (HoD)/Principal.
- After allowing ample time for the HoD/Principal to address the matter, a polite reminder may be given, if resolution is not achieved. If the grievance persists to be unresolved, the Institution has established a Grievance Committee to which the matter can be referred for review.
- To provide an avenue for staff to address grievances, an open-door policy is available, enabling direct communication with the senior management. Heads of Departments (HoDs)/Principal will serve as Grievance Officers, overseeing grievance resolution processes.
- The Staff Grievances Redressal Committee will be responsible for handling grievances submitted to the Grievance Officer. Cases requiring escalation will be referred to the Dean for resolution. If the intervention of the President is necessary, the Principal may forward the grievance to the Principal or Registrar. The Principal will have ultimate authority over all staff and officer grievance matters.

# 19.   RELIEVING POLICY

Establish a procedure to ensure smooth and hassle-free relieving from the services of Tantia University.

## 19.1. Applicability

Applicable to all employees associated with Tantia University irrespective of their role, & position.

## 19.2. Guidelines

- For voluntary separation from employment, employees are required to give resignation to their reporting Section officer / HoD / Principal with a copy to HR.

- Settlement of closure of employment files is the responsibility of the employee who is getting separated.

- No Dues Clearances Form would be issued by the HR department only, subject to, if the Section officer / HoD / Principal of the employee being relieved has shared the resignation acceptance with the HR Manager.

- The designated retirement age for superannuation is set as per UGC and Council norms.

- No Dues Clearances process shall be carried by HR or its representative concerned, in case of Death, termination or remaining absconded.

- Due to any reason, if a resigned employee is retained, the same should be intimated to the HR department.

- The HR department would be enabling the employee name in register/ERP portal/ biometrics only if he/she has taken his resignation back  and the same has been accepted and approved by the respective HoD/ Principal/Dean / President.

- A Relieving Letter would be issued on demand on the last working day of the employee. Objective of the Relieving Letter is that said employee is no longer associated with Tantia University.

- Experience Letter would be issued post processing no dues only.

- There are no provisions of issuing experience letters in case employees leave within six months duration.

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## 20. Code of Conduct/Service Rules

A code of conduct is a set of principles and expectations that guide the behaviour. It is not just a set of rules. It is a document that conveys values and principles.

**Need of Code of Conduct**

A code of conduct is vital for any organization as it establishes core values, sets boundaries for behaviour, and aligns actions with the organization's mission. It serves as a guide for ethical decision-making, promotes accountability, and fosters a culture of integrity. Additionally, it provides a benchmark for performance evaluation and empowers employees and students to address ethical dilemmas effectively. Ultimately, a well-written code of conduct ensures consistency, transparency, and ethical awareness throughout the organization. This code of conduct and ethics are being followed in Tantia University for the students, teaching and non-teaching staff, administrators and other stakeholders and aligns with the mission of the University.

### Code of Conduct for Teachers

At Tantia University, teachers play a vital role in shaping students' futures. The Code of Conduct for Teachers upholds the highest standards of integrity, professionalism, and respect, ensuring educators model exemplary behaviour. By adhering to these guidelines, teachers contribute to a supportive, inclusive, and dynamic academic community committed to excellence and the holistic development of every student.

1) Teaching Staff shall perform academic duties and work related to examinations assigned and shall be a role model for the students to improve the academic performance, develop their personalities and contribute to the social welfare.

2) Teaching Staff shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex for other reasons of an arbitrary or personal nature and shall not incite students/teaching staff against other students or other teaching staff, colleagues or administration/governing body of the college and TU.

3) Teaching Staff shall have freedom of thought and expression. Teaching Staff shall not misuse the facilities or forum of the college/ TU.

4) Teaching Staff shall not refuse to carry out the academic and administrative decisions taken by the TU.

5) Teaching Staff shall not make use of the resources and/or facilities of the Department/College/ TU /Governing Body for personal, commercial, political or religious purposes.

6) Teaching Staff shall not be partial in assessment of a student or deliberately over-mark, under-mark or victimize a student on any grounds.

7) Teaching Staff shall not conduct/participate in private coaching classes directly or indirectly or accept any private tuition.

8) Teaching Staff shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.

9) Teaching Staff shall not furnish incorrect information regarding qualifications, experience, age etc in respect of his appointment/promotion.

10) Teaching Staff should be familiar with the University policies, procedures, regulations and laws.

11) Collaborate respectfully and professionally with students, colleagues, administration, and other stakeholders to foster a positive and enriching educational environment.

## Code of Conduct for Administrators

At Tantia University, administrators play a pivotal role in creating and sustaining an environment conducive to academic excellence and holistic development. The Code of Conduct for Administrators serves as a guiding framework, emphasizing the importance of integrity, accountability, and fairness in all administrative actions. This code ensures that administrators lead by example, fostering transparency, collaboration, and respect among all university stakeholders. By adhering to these principles, our administrators will enhance the university's mission to provide a supportive, efficient, and dynamic educational environment that benefits the entire academic community.

This code of conduct includes a list of administrators as follows.

● President

● Pro President

- Registrar

- Chief Finance Officer

- Controller of Examinations

## Code of Conduct for President

1) The President shall ensure faithful observance of the provisions of the University Act, statutes, and ordinances, and shall possess all necessary powers, without prejudice to the Chancellor's authority.

2) The President is responsible for maintaining discipline within the University.

3) The President has the authority to convene meetings of university authorities and committees where they serve as the Chairman.

4) The President has the right to attend and speak at meetings of any other university authority or body. However, they are not entitled to vote unless they are a member of that body.

5) The President may delegate powers as deemed necessary to other staff or faculty members of the University.

6) The President shall exercise specialized powers and perform functions as specified by the ordinances.

7) The President shall adhere to the principles of selflessness, objectivity, accountability, openness, and leadership to maintain standards in public life.

8) The President shall uphold the values accepted by the University, including integrity, honesty, respect, innovation, excellence, service, hospitality, and freedom of thought and expression.

9) The President's actions shall promote and protect the good reputation of the University. Decisions made in conjunction with the Chancellor must benefit the University, its students, staff, and stakeholders, and safeguard its financial health.

10) The President shall ensure the effective and efficient use of resources, maintain the University's solvency, and safeguard its assets.

11) The President shall act prudently, with reasonable care, skill, and diligence, promoting the interests of the University and complying with all legal responsibilities.

12) The President shall act selflessly, with objectivity, and accountability, adhering to the purpose of the University.

13) The President shall ensure compliance with good governance practices and principles.

14) The President shall not act for personal gain at the University's expense or in sectional interests. They shall not misuse their position or authority.

15) The President shall conduct operations in an orderly, fair, open, and transparent manner.

## Code of Conduct for Pro President

1) The Pro President shall ensure faithful observance of the provisions of the University Act, statutes, and ordinances, while also respecting the authority of the Chancellor.

2) The Pro President shares responsibility for maintaining discipline within the University, working collaboratively with other university officials.

3) The Pro President may convene meetings of university authorities and committees where they serve as the Chairman, facilitating effective decision-making processes.

4) The Pro President has the right to attend and speak at meetings of any other university authority or body. However, they are not entitled to vote unless they are a member of that body.

5) The Pro President may delegate powers as necessary to other staff or faculty members of the University, ensuring efficient operations.

6) The Pro President shall exercise specialized powers and perform functions as specified by the ordinances, contributing to the University's strategic objectives.

7) The Pro President shall adhere to the principles of selflessness, objectivity, accountability, openness, and leadership to maintain standards in public life.

8) The Pro President shall uphold the values accepted by the University, including integrity, honesty, respect, innovation, excellence, service, hospitality, and freedom of thought and expression.

9) The Pro President's actions shall promote and protect the good reputation of the University, ensuring decisions made align with the University's mission and values.

10) The Pro President shall ensure the effective and efficient use of resources, contributing to the University's financial sustainability and safeguarding its assets.

11) The Pro President shall act prudently, with reasonable care, skill, and diligence, promoting the interests of the University and complying with all legal responsibilities.

12) The Pro President shall act selflessly, with objectivity, and accountability, always prioritizing the purpose and mission of the University.

13) The Pro President shall ensure compliance with good governance practices and principles, fostering transparency and accountability.

14) The Pro President shall not act for personal gain at the University's expense or in sectional interests, refraining from the misuse of their position or authority.

15) The Pro President shall conduct operations in an orderly, fair, open, and transparent manner, promoting a culture of integrity and fairness within the University community.

## Code of Conduct for Registrar

1) The Registrar shall have disciplinary control over all employees of the University.

2) The Registrar is empowered to take disciplinary action, including dismissal, removal, reduction in rank, or reversion of employees. This authority extends to suspending employees during inquiries.

3) The Registrar shall be responsible for the proper custody of recorded documents and the common seal of the University.

4) The Registrar shall serve as the Ex-officio Secretary of the Governing Body, Board of Management, Board of Studies, Academic Council, and Selection Committees for staff appointments, without voting rights.

5) The Registrar is obligated to provide the authorities with necessary information and documents for their business transactions.

6) The Registrar shall perform other duties as required by authorities from time to time, without entitlement to vote.

7) The Registrar shall:

    a) Act as the custodian of university property as entrusted.

b) Conduct official correspondence on behalf of university authorities.

c) Issue notices for convening meetings of University authorities, committees, and sub-committees.

d) The Registrar shall adhere to the principles of selflessness, objectivity, accountability, openness, and leadership to maintain standards in public life.

e) The Registrar shall uphold the values accepted by the University, including integrity, honesty, respect, innovation, excellence, service, hospitality, and freedom of thought and expression.

## Code of Conduct for Chief Finance and Account Officer

1) The Chief Finance Officer (CFO) is granted full access to all records and documents of the University deemed necessary for the performance of their duties.

2) They may request the production of any such records or documents from relevant departments or offices within the University.

3) The CFO shall exercise comprehensive oversight over the University's funds, ensuring their proper management and utilization.

4) They shall provide expert advice and recommendations to the University regarding financial policy formulation and implementation.

5) The CFO shall perform any additional financial functions as prescribed by the statutes or ordinances governing the University.

6) The CFO is responsible for the prudent management of the University's property and investments, including endowed property, to optimize returns and safeguard assets.

7) They shall oversee the accurate preparation of annual accounts and budgets, ensuring compliance with relevant accounting standards and regulations.

8) The CFO shall maintain a vigilant watch over the state of cash, loan repayments, advances, bank balances, and investments, taking proactive measures to mitigate risks.

9) They shall monitor revenue collection processes and provide strategic advice on enhancing collection methods to maximize revenue generation.

10) Ensuring that registers of land, buildings, furniture, equipment, and other stocks are regularly updated, and conducting thorough stock checks to prevent discrepancies.

11) The CFO shall promptly report any unauthorized expenditures or financial irregularities to the President and recommend appropriate disciplinary action against those involved.

12) They have the authority to requisition any necessary information or returns from any office or department to facilitate the performance of their duties.

13) The Chief Finance Officer shall

    a) Act in the best interest of the University and its stakeholders, prioritizing collective welfare over personal gain.

    b) Make impartial and unbiased decisions based on factual analysis and sound judgment, without succumbing to personal biases or external influences.

    c) Assume responsibility for their actions and decisions and be answerable to the University's governing bodies and the public for the stewardship of financial resources.

    d) Conduct financial affairs transparently, providing timely and accurate information to stakeholders and fostering a culture of accountability and trust.

    e) Demonstrate visionary leadership in financial management, inspiring confidence and guiding the University towards sustainable financial growth and stability.

    f) Uphold the highest standards of honesty, integrity, and ethical conduct in all financial dealings, maintaining the trust and confidence of the University community.

    g) Communicate truthfully and transparently in all financial matters, fostering an environment of integrity and trust.

    h) Treat all individuals with dignity, fairness, and respect, valuing diversity and promoting inclusivity within the University.

    i) Encourage and embrace innovative approaches to financial management, driving continuous improvement and adaptation to changing circumstances.

j) Strive for excellence in financial management practices, seeking continuous improvement and efficiency in the allocation and utilization of resources.

k) Serve the University community with dedication and commitment, aligning financial strategies and decisions with the broader mission and goals of the institution.

l) Foster a welcoming and supportive environment within the finance function, promoting collaboration, teamwork, and mutual respect.

m) Safeguard the principles of academic freedom and intellectual discourse, ensuring that financial decisions do not impede the free exchange of ideas within the University community.

## Code of Conduct for Controller of Examinations

1) The Controller of Examinations (CoE) is entrusted with the responsibility of conducting all examinations and making necessary arrangements for their smooth execution.

2) They shall oversee the entire examination process, including scheduling, invigilation, evaluation, and result declaration, ensuring fairness, integrity, and adherence to established protocols.

3) In the event that the CoE is unable to perform the duties, or the position is vacant, a qualified individual, not below the rank of an Associate Professor, shall be appointed by the President to fulfill the duties of the CoE temporarily.

4) The CoE shall work in order to publish the results and further measures on time.

5) The CoE shall uphold the following principles to maintain standards in public life:

6) Act in the best interest of the students and the institution, prioritizing their welfare over personal interests.

7) Perform duties impartially and without bias, ensuring fairness and equity in all aspects of examination administration.

8) Take responsibility for the proper execution of examination processes, ensuring transparency and accuracy in assessment and grading.

9) Conduct examination activities transparently, providing clear communication and access to information to all stakeholders.

10) Demonstrate leadership in the administration of examinations, guiding staff and students with integrity and professionalism.

11) Maintain the highest standards of integrity and ethical conduct in all examination-related activities, guarding against any form of cheating, plagiarism, or misconduct.

12) Ensure honesty and truthfulness in the administration and evaluation of examinations, preserving the credibility and reputation of the University.

13) Treat all students, faculty, and staff with respect and dignity, fostering a supportive and inclusive environment conducive to learning and academic excellence.

14) Embrace innovation in examination methodologies and technologies, continuously seeking improvements to enhance the assessment process and promote student success.

15) Strive for excellence in examination administration, maintaining accuracy, reliability, and validity in assessment practices.

16) Serve the academic community with dedication and commitment, facilitating a fair, efficient, and student-centered examination process.

17) Provide a stress-free atmosphere during examinations, ensuring the comfort and well-being of all participants.

18) Safeguard the principles of academic freedom and intellectual inquiry, fostering an environment where diverse perspectives and ideas can flourish without censorship or repression.

## General Code of Conduct for all Employees

1) Every employee of the university shall maintain absolute integrity, devotion to duty, and conduct themselves in a manner befitting their position.

2) Employees shall take all necessary steps to uphold integrity and devotion to duty, ensuring that their actions and decisions reflect their best judgment and do not evade responsibilities.

3) Employees shall conform to and abide by all provisions of the university's Code, Orders, Regulations, Rules, Directives, and Decisions.

4) They shall also observe and comply with all orders and instructions given by their superiors or designated authorities within the university.

5) No employee shall be associated with any political party or organization engaged in political activities.

6) Employees shall refrain from participating in political movements or activities that may compromise the neutrality of the university.

7) Employees shall not disclose official documents or information except as required by their duties or with proper authorization from the university.

8) Unauthorized sharing of information to individuals or entities not authorized to receive it is prohibited.

9) Employees shall not own or participate in the management of any press, media, or publication without prior approval from the university.

10) They shall refrain from making public statements or expressing opinions that may undermine the university's policies or actions.

11) Employees shall not solicit or accept gifts, benefits, or favours that may influence their impartiality or independence.

12) They shall avoid engaging in private trade or employment that may conflict with their official duties or bring disrepute to the university.

13) Employees shall refrain from any form of sexual harassment in the workplace and take necessary steps to prevent such behaviour.

14) Supervisors and administrators shall ensure a safe and respectful work environment for all employees and students.

15) Employees shall refrain from bringing external influences or political pressures into university matters.

16) They shall not engage in activities that may incite hatred or ill will among different communities or promote communal tensions.

17) Employees shall neither give nor take nor demand gifts or monetary contribution related to marriage, directly or indirectly.

18) Employees shall comply with all laws relating to the consumption of intoxicating drinks or drugs.

19) They shall refrain from consuming intoxicating drinks or drugs while on duty or appearing in public places under the influence of such substances.

# Instructions for Visitors

## General Instructions

1) Visitor Registration: Upon arrival,the visitor should get  registered at the security office.

2) Respect the Environment: Help us protect our natural surroundings by not picking flowers or damaging plants.

3) Stay on Pathways: Preserve our landscaping by using designated walkways and avoiding grass and manicured areas.

4) No Littering: Dispose of waste in the provided recycling and trash bins.

5) Waste Management: Proper Recycling: Use recycling bins for paper, plastics, and glass. Make sure items are clean before disposal.

6) Waste Reduction: Limit the use of disposable items by using reusable water bottles, bags, and utensils.

7) Transportation: Eco-Friendly Travel: Choose walking, or e-vehicles while on campus.

8) Parking: Park only in the designated areas and avoid idling your vehicle to minimize emissions.

9) Water Conservation: Water Saving: Use water wisely and report any leaks or water wastage to campus authorities immediately.

10) Moderate Usage: Conserve water in restrooms and other facilities.

## Energy Conservation

1) Turn Off Devices: Save energy by turning off lights, fans, etc. electronic devices when not in use.

2) Smoke-Free and Pollution-Free Campus

3) No Smoking: Smoking is strictly prohibited in the campus

4) Avoid Pollutants: Refrain from using harmful chemicals or pollutants that could damage the environment.

## 21.    POLICY DECLARATION OR AMENDMENT

The Management remains the exclusive authority to demand any expectations, modify any regulations, and add any additional requirements as it deems fit.

**Registrar**
**Tantia University**
**Sri Ganganagar**

**ANNEXURES**

1. Gender Equality Policy
2. Performance Appraisal Form

## 1. Gender Equality Policy

### Introduction

Tantia University is committed to fostering an inclusive and equitable environment where all members of the community, regardless of gender, feel respected, valued, and supported. The gender equality policy outlines the university's commitment to promoting gender across all aspects of its operations, including recruitment, retention, promotion, and academic programming.

### Non-Discrimination

Tantia University prohibits discrimination on the basis of gender, including but not limited to discrimination on the basis of gender, including but not limited to discrimination in hiring, admissions, promotion, compensation, and access to educational programs and activities. All members of the university community are expected to adhere to this principle of non-discrimination.

### Recruitment and Hiring

The university is committed towards recruiting and hiring a diverse workforce, including individuals of all genders, and ensuring equitable opportunities for career advancement. Recruitment process will be designed to attract diverse candidates, and selection criteria will be based on merit and qualifications, without any gender discrimination.

### Training and Development

Tantia University will provide training and professional development opportunities to enhance awareness and understanding of gender issues, including unconscious bias, harassment, and discrimination. These initiatives aim to promote a culture of respect, inclusivity and sensitivity towards gender-related issues.

### Gender Equity in Academics

The university will strive to achieve gender equality in all academic programmes and disciplines. Efforts will be made to address any gender disparities in enrollment, retention, and academics through targeted support services, mentorship programs and outreach initiatives.

### Prevention of Gender Based Violence and Harassment

Tantia University is committed to creating a safe and supportive campus environment free from gender-based violence, harassment, and intimidation, Policies and procedures will be implemented to prevent and address incidents of sexual harassment, stalking, domestic violence, and other forms of gender-based misconduct.

### Support Services

The university will provide support to students, faculty and staff experiencing any sort of gender-based discrimination, harassment, or violence. These services may include advocacy, legal assistance, and referrals to external resources.

### Gender inclusive Facilities and Resources

Tantia University strives to provide gender-inclusive facilities and resources, including restrooms, changing facilities, and campus housing options. Efforts will be made to accommodate the needs of transgender and gender non-conforming individuals and create a welcoming environment for all members of the community.

**Monitoring and Evaluation**

The university regularly monitors and evaluates the effectiveness of its gender equality policies and initiatives. Feedback from students, faculty and staff will be solicited to identify the areas for improvement and ensure that the university remains committed to its goals of promoting gender equality and inclusivity.

**Implementation**

This gender equality Policy shall be communicated to all members of the Tantia University and integrated into existing policies, procedures, and practices. The university administration, faculty, and staff responsible for upholding this policy and promoting a culture of gender equality and inclusion within the institution.

This policy shall be reviewed periodically and updated as necessary to reflect changes in laws, regulations, and best practices related to gender equality.

# 2. PERFORMANCE APPRAISAL FORM

## Faculty Performance Appraisal Form

**Teaching**

**Academic Year: [YYYY–YYYY]**

### (h)    1. Basic Information

| Particulars | Details |
|---|---|
| Name of Faculty Member | |
| Name of Faculty | |
| Department | |
| Designation | |
| Date of Joining | |
| Contact Detail | |
| Email-Id | |
| Address | |

### (i)    2. Teaching, Learning, and Evaluation

| Activity | Details/Remarks |
|---|---|
| Courses Taught (Course Code & Title) | |
| Teaching Load (Hours/Week) | |
| Result Analysis (Pass Percentage) | |
| Use of ICT in Teaching | Yes / No (Details: _____ ) |
| Innovations in Teaching | |
| Remedial/Extra Classes Conducted | |

| (Slow/Advanced Learners) | |
|---|---|

## (j)    3. Research and Academic Contributions

| Type of Contributions | Details(attach separate sheet, If required) |
|---|---|
| Research Papers Published (Peer-Reviewed) | |
| Books/Chapters Published | |
| Papers Presented in Conferences/Seminars | |
| Research Projects (Ongoing/Completed) | |
| Patents Filed/Granted | |
| Guidance for PhD/MPhil/PG Projects | |

## (k)    4. Co-curricular, Extension, and Professional Activities

| Activity | Details/Remarks |
|---|---|
| Member of Academic/Administrative Committees | |
| Organization of Events (Seminars/Workshops) | |
| Participation in FDP/Orientation/Refresher | |
| Outreach/Community Engagement Activities | |

## (l)    5. Contribution to Institutional Development

| Area | Description |
|---|---|
| Administrative Responsibilities Handled | |
| Contribution to IQAC/NAAC/Accreditation Work | |
| Mentorship of Students | |

| Innovations or Reforms Suggested | |
|---|---|
| | |

## (m)  6. Self-Appraisal by Faculty

**Summary of Achievements:**

..................................................................................................................................................................

...........................................................................................................................................

**Plans for Future Improvement:**

..................................................................................................................................................................

....................................................................................................................

## (n)  7. Appraisal by HOD/Principal

| Aspect | Rating (1–5) | Self Evaluation | Evaluation by HOD/Dean |
|---|---|---|---|
| Subject Knowledge & Delivery | | | |
| Contribution to Department Goals | | | |
| Research & Innovation | | | |
| Professional Conduct | | | |

**Signature of Faculty Member: _____**
**Date: _____**

**Signature of HOD: _____**
**Date: _____**

## (o)     8. Final Review by Dean/Director

Comments:

...................................................................................................................................................................................................................

.................................................................................................................................

**Recommendations:**

☐ Promotion Recommended

☐ Training Required

☐ Other (Specify): _____

**Signature of Dean/Director: _____**
 **Date: _____**

## Form for Non-Teaching Staff

**Personal Details**

| | |
|---|---|
| Full Name(IN BLOCK LETTERS) | |
| Date of Birth | |
| Age in Years | |
| Residential Address: | |
| E-mail | |
| Mobile Number | |
| Name of Department | |
| Name of the Faculty | |
| Designation | |
| Date of Appointment at TU | |
| Date of joining in the Present Position | |
| Highest Qualification | |
| Area of Specialization | |

● Rate on the Scale of (0 to 100)

| | | | |
|---|---|---|---|
| Team Work | ___/15 | Deadline Achieving Status | ___/15 |
| Planning & Organization | ___/10 | Accuracy | ___/10 |
| Interpersonal Skill | ___/10 | Approach to keep upgraded | ___/15 |
| Initiates | ___/15 | Professional Techniques & Etiquett | ___/10 |

| Total | ___/100 |
|-------|---------|

| Submitted By: | Evaluated By: | Approved By: |
|---------------|---------------|--------------|
| Date:_____ | Date:_____ | Date:_____ |
| Name:_____ | Name:_____ | Name:_____ |
| Institute: _____ | Institute: _____ | Institute: _____ |
| Department:_____ | Department:_____ | Department:_____ |
| Designation:_____ | Designation:_____ | Designation:_____ |
| Signature: _____ | Signature: _____ | Signature: _____ |

**Recommendations by Vice Chancellor / Management:**