

TANTIA UNIVERSITY SERVICE RULES, 2019

1. Short title and Commencement–

- a) These Rules may be called the “Tantia University Service Rules, 2019”.
- b) They shall come into force with immediate effect from the date on which they are passed by the Board/Chairperson of the university.

2. Extent of application – These rules shall apply to every person employed in the services of this University on a regular basis. However, some of its provisions may be applicable after certain period of service notified in the relevant rule.

3. Definitions–

- a) ‘Competent Authority’ shall in relation to the exercise of any powers or rights, mean an authority to whom any power or right has been conferred or delegated by the Board/Chairperson.
- b) ‘Completed years of service’ means continuous service of the specified duration without any break in service under the university, and includes period spent on duty outside the university.
- c) ‘Holidays’ means a holiday notified as such by the university. It includes the RH (Restricted Holiday) & DH (Declared Holiday).
- d) ‘Honorarium’ shall mean any non-recurring amount sanctioned or paid to any person for any casual or intermittent assignment of the University.
- e) ‘Leave year’ means the calendar year i.e. the period commencing from 1st July to 30th June of particular calendar year.
- f) ‘Probation’ shall mean a period of time during which a person who has been given fresh employment or promoted to a higher post is watched to ascertain his suitability for such employment or post.
- g) ‘Reporting Officer’ in relation to an employee shall mean an officer to whom he generally reports for duty and to whom he is responsible for the efficient discharge of his official obligations.
- h) ‘Resignation’ shall mean the act of leaving job permanently.
- i) ‘Suspension’ shall mean the act of keeping an employee away from his work temporarily.
- j) ‘Unauthorized Absence’ shall mean absence from assigned duty/ work on any day/for any Period without prior permission may be treated as unauthorized absence.

- k) 'Vacational staff' shall denote a University teacher whether he holds administrative positions or not and who are entitled to avail the summer and winter vacations. This category includes all Deans, Academic officers, faculty members and lab technicians.
- l) Principal/Dean and HOD shall mean the head of College /Faculty and Department respectively to be appointed rotationally from Professor/Associate Professor for a fix term of 3 years.
- m) Words and expressions used but not defined in these rules shall have the same meaning assigned to them in the Act.

4. General Conditions of Employment or Appointment in the University:

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 web portal. If needed job openings may also be posted on any one of the leading internet job portals/one national newspaper.
- (b) The advertisement shall specifically mention the minimum eligibility qualifications, age and other conditions for each post.
- (c) The fact that certain vacancies are 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 in the newspaper.
- (e) The University may prescribe 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 shall have 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 e-mail/telephonically.
- (d) **General procedure:** If it's deemed fit, the selection committee may for specific candidates or in general organize online/off line tests, psychometric evaluation and other skill assessment tests before their personal interviews which may be taken in person or through video conferencing. After this process the selection committee shall recommend the names of successful 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.

4.5 Selection Committee for Teaching Staff: The President 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 and aides:

- (a) President of the University (Chairman)
- (b) A member of the Board nominated by the President (Convener).
- (c) One academician to be nominated by the President.
- (d) One subject expert, nominated by the President.
- (e) Dean of the Faculty concerned.
- (f) Principal of College or Head of the concerned department.

At least four members, **including one outside subject expert**, shall constitute the quorum and the committee shall take decisions on the basis of merit.

4.6 Selection Committee for Non-Teaching Staff: The **President** shall constitute a selection committee consisting of the following for recommending candidates for the post of Administrative and support staff:

- (a) Registrar (Chairman)
- (b) A member of the Board nominated by the President (Convener).
- (c) Head, Administrative department concerned.

4.7 Special mode of appointment: Notwithstanding anything contained in these rules, the President may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent post in the University on such terms and conditions as the President deems fit and, on the person, agreeing to do so, appoint him to 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 candidates appointed for any post in the University clearly stating therein the period allowed for joining the service, and other terms & conditions.
- (c) A candidate who joins 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 register new employee on Biometric Machine and also on my ERP portal.
- (e) HR office shall release the Employee no. and ID-Card as a proof of joining TU.
- (f) New Employee should open a separate Bank Account as directed by HR office in which his/ her salary may be directly deposited by the university every month.
- (g) A person appointed to any post in the university shall be on **probation for a period of two years on duty:**

Provided that the Chairperson may, at his discretion **reduce the probation to a period lesser than two years.**

- (h) If the services and performance of any employee is not satisfactory during the period of probation, the Chairperson, at his discretion, may
 - (i) Extend his period of probation by a specified period not exceeding one year, or
 - (ii) Terminate his services with one month notice.

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

5. Salary and allowances:

5.1 Salary: Salary to be paid to any employee including all allowances shall be indicated in the appointment letter.

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

5.3 Mode of Payment: Normally the salary of each employee is directly transferred in his/her Bank Account each month.

5.4 Retention of Security Amount: Some of the employee particularly the faculty members leave the university services without giving prior notice of one month period. To discourage this practice, it is felt that some amount of each employee's monthly salary may be kept by the University as deposit/security. The University may deduct 8% of the salary of each new employee up to 12 months. This amount so deducted during these 12 months will be returned in entirety to those employees leaving the University services in a proper manner i.e. by giving three month notice and submitting **No dues certificate**.

5.5 Allowances: Includes Dearness allowances, HRA or other allowances as per declaration by the University time to time.

5.6 Rules for punctuality:

- (a) It is expected that each employee should join his/her duty 5 minutes before to his/ her scheduled time, however grace period of 10 minutes can be considered for all employees. Next 10 minutes to 30 minutes will be counted as late. (Either coming or going).
- (b) For 3 late coming or early going (10 min. to 30 mins) in a month there will be no deduction in salary.
- (c) After that salary will be deducted at the rate of number of late coming or early going multiplied by $\frac{1}{3}$ rd salary of a day.
- (d) An employee coming after 30 mins or going before 30 mins of his/her scheduled time will be marked half day leave.
- (e) It is obligatory for all the employees to submit their biometric impression on time in order to register the day's attendance. The University expects everyone to observe punctuality in conduction of their services.
- (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.

6. Issuance of Certificates:

- a) The employee requiring salary or experience certificate should apply to HR office on prescribed format for issuance of any desired certificate one week before.
- b) Certificates will be issued only if the service period equals or is greater than an academic session.
- c) For the employees leaving the organization, certificates may be released only if the concerned employee has served a Three month notice prior to leaving his/her job.

- d) Certificates will not be issued if the job of employee is terminated due to moral turpitude or due to gross negligence in the performance of duties or continued dismal performance.
- e) The Certificate(s) under **Rule 6** will be issued under signature of the **Registrar**.

7. Age of Superannuation:

- a) The age of superannuation for regular employees shall be 60 years.
- b) The date of retirement of any faculty will be last date of the month in which he/she completes his/her 60 years of age.
- c) The University may reemploy any of its superannuated employee on contract basis on terms and conditions as are stipulated by the parties to the contract. These service rules and the benefits extended to regular employees shall not apply for those who are employed on contractual basis.

8. Kinds of leave:

Following types of leave are admissible to the employee of the university:

Tantia University Leave Rule Part-A

The University is committed to equality of opportunity in employment for its staff, and to developing work practices and human resource policies that support work-life balance. Leave is a provision to stay away from work for genuine reasons, with prior approval of the competent authorities. The general conditions for leave rules are given below.

8.1 General Conditions:

- (a) Sanction of leave cannot be claimed as a matter of right and no appeal shall lie against the order refusing 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 has enjoyed 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 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 first producing a fitness certificate from a Registered Medical Practitioner. Similarly, the authority granting the leave may require production of fitness certificate in the case of any employee who has been granted leave for reasons of health even though such leave was not actually granted on medical certificate.
- (i) An employee who unauthorized absent himself from duty shall be liable to lose his lien in the appointment unless he resumes his duty within 3 days (three days) and personally explains to the authority competent to grant him leave the circumstances under which he absented himself from duty.
- (j) No leave shall be granted beyond the date on which an employee must retire.
- (k) All the entitled leaves for a year if not consumed within the same year will not be carried forward or en cashed at a later period. Such leaves not consumed will lapse.

8.2 Declared Holidays (DH) :

Declared holidays are such holidays, which are so declared by the University in the Academic Calendar/ List of holidays. Any holiday/ Gazetted holiday declared by the State administration will only be observed as University holiday, if it is so declared exclusively by the Registrar.

8.3 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.

8.4 Casual Leave (C.L.):

The object of this leave is to enable the employee to attend some urgent or unforeseen contingencies. Employee on casual leave is 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. Casual leave will be limited to 15 days in a year.

- (a) 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 a time may normally not be granted, even if due, unless the Competent Authority is satisfied with the reasons for requesting leave for longer duration.

- (b) 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.

- (c) CL application 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 employee proceeds on leave without prior approval, then the Competent Authority should be informed accordingly, through telephone before schedule reaching time and after joining the duty the employee must submit the application within 24 hours of his return to duty.

8.5 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 total 10 paid medical leaves in a year.
- (b) ML may be availed only after completion of initial one year of service in the university. Un availed medical leave by any employee in any year may be credited to his/her medical leave account.

8.6 Half-Day Leave (HL):

- (a) Absence from duty for first- half or second -half of the day may be treated as Half-day Leave (HL).
- (b) Only Two HL is admissible to the employee in any month.
- 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.
 - The employee shall not be granted HL, if in the opinion of the competent authority some important/ urgent University work will be adversely affected.
 - Half day leave shall be debited from the CL account of the employee.

8.7 Maternity Leave :

All women employee by the university are supported in their personal obligation sand 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 provision. The maternity leave shall not be debited from the leave account and will not be treated as absence.

Maternity leave can be availed only once during the entire service tenure of the female employee. Maximum 120 days of maternity leave may be sanctioned out of which only one month leave will be paid leave. In order to qualify for the maternity leave provision, at the 15th week before the expected week of child birth female employee should:

- (i) Hold a current contract of employment with the university.
 - (ii) Have completed his/her probation period and received confirmation letter for regular employment from the competent authority.
 - (iii) apply for leave with application which should be duly supported with 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 upto 15 days out of which 6 days leave will be paid leave.

8.8 Paternity leave:

A male university employee may be granted paternity leave once during entire service tenure for a period of 6 days during confinement of his wife due to birth of child.

8.9 Academic Leave (AL):

The academic leave may be granted to a faculty member

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

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

- The University may allow upto 7 AL per calendar year subject to prior approval. AL shall not be enjoyed as a right or some kind of entitlement.
- AL sanctioned to faculty presenting research paper in seminar/ conference, will be limited to TWO presentations in one semester. While taking/ sanctioning such leaves, academic schedule of the university should be taken care of and must not be disturbed.
- 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.
- 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.

8.10 Duty Leave/ On Duty (OD):

If an employee is required to go out from campus on account of work related to TU, he/ she will submit an intimation letter to Registrar along with the approval/ relevant order of the Competent Authority. The absence from the campus will be treated as OD.

8.11 Extraordinary Leave without Pay (LWP):

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, and will be on discretion of the President.

- (a) In making the decision to Approve 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.
- (b) 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.

8.12 Vacation/Break:

- (a) Employee 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 30days**
- (c) The Non- vacational staff may be permitted to avail vacation/ break declared by the university as per following norms:
 - (i) **Winter break –Maximum 3 day**
 - (ii) **Summer vacation–Maximum10 days**

8.13 Earned leave:

- (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 will not earn 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 1:1 i.e. one day earn leave for 1 full day duty subject to maximum of 12 days in a calendar year.
- (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.
- (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.
Example-: -Saturday (If working) + Sunday + Monday = 03days leave
 -Friday+ Saturday+ Sunday+ Monday =04 days leave
- (vii) 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 be lapsed and can be carry forward up to subsequent two years (24 months) after which if not availed these will be lapse.

Tantia University Leave Rule Part-B

8.14 Leave Rule For Hostel Warden

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

This policy applies to all hostel wardens employed by the university.

- **Annual Leave:** Each hostel warden is entitled to maximum 4 days leave in a month i.e 48 days in per calendar year (including casual leave (CL), Medical leave (ML)).
- **Leave Exclusion:** no additional leave (general holidays, Sunday's and any other special leave) beyond the 48 days per year will be granted.
- Maximum two days leave will be carry forward to next month if not availed. Leave more than 10 days at a one time will not be admissible.
- Leaves will be calculated per calendar year and will not be carried forward for next year

- Hostel warden must submit a leave request at least 3 days in advance, specifying the dates of the leave and the reason.
- Leave request must be approved by the hostel Convener. Approval is subject to operational requirements and staffing needs.
- 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.
- Wardens are required to submit all necessary documents supporting their leave request, including but not limited to medical certificate (If applicable) or other relevant documents for emergency leave.
- It is the responsibility of wardens to plan and manage their leave within the given entitlement and to ensure their responsibilities are covered during their absence.
- The Hostel convener is responsible for approving leave requests and ensuring adequate staffing levels are maintained.

8.15 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 types).

The **President:** shall sanction leave to Controller of Examination, Chief Finance and Account Officer, Sport officer, Deans/ Principal, Vice- Principals, - leave of any type up to **seven days**.

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

The **Registrar** shall sanction leave to Dy. Registrar, Assistant Registrar, Manager (HR) and employees of **Registrar's Office** leave of any type upto three days normally, and upto **Seven days** under extraordinary justified circumstances, Leave matters beyond **7 days** will be referred to the **President**.

The Controller of Examination shall sanction leave to employees working under him (leave of any type upto three days).

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

The Chief Librarian shall sanction leave to employees working under him (leave of any type upto 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 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.

8.16 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 the University to terminate the services.
- If an employee is on a long leave in the first / last week of the month, his salary will be released only after 10 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.

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	Applied to all staff
2	Medical Leave (ML)	10 days in a year	Applied to all staff
3	Restricted Holidays	2 days in a year	Applied to all staff
4	Maternity Leave	Maximum 120 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)\n(b) Winter Break (Non-vacational staff)	One week in a year 3 days in a year	For academic staff For Admin Staff /Non-academic staff
8	(a) Summer Vacation (Vacational staff) (b) Summer Vacation (Non-vacational staff)	30 days in a year 10 days in a year	For Academic Staff For Admin Staff/Non-academic staff

9. Code of Conduct for Employees:

- Every employee shall, at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings. Every employee shall follow dress code applicable in the University from time to time.
- An employee shall at all times be courteous in his dealings with other members of the staff, students and general public.
- Every employee is a whole-time employee of the University, and may be called upon to

perform such duties, as may be assigned to him by the concerned authority or officer, beyond scheduled working hours and on holidays and during vacations, unless otherwise provided specifically in the terms of appointment. These duties shall inter alia include attendance at meeting of committees to which he may be appointed by the University.

- An employee shall be required to observe the scheduled hours of work, during which he is required to be present at the place of his duty.
- Except for valid reasons and/ or unforeseen contingencies, no employee shall be absent from duty without prior written permission.
- No employee shall leave station except with the previous written permission of proper authority, even during leave or vacation.
- Whenever leaving the station, an employee shall inform the Head of the Department to whom he is attached or office of President if he is himself the Head of a Department, of the address where he would be available during the period of the absence from station.
- The university is a political space, with its sole purpose being knowledge creation and dissemination. No employee shall take active part in politics inside or outside the campus of the University or exploit his official position or permit the use of University facilities for political purposes.
- No employee shall, in any broadcast or in any document published or in his own name or in the name of any other person or in any communication to the press, in the social media or in any public utterance or internet based public platform, make any statement of fact or opinion:
 - Which has the effect of an adverse criticism of any policy or action of the University; or
 - which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of public; or
 - Which exploits the name of the University or his position therein;
- No employee shall make derogatory remarks about the University at public or private forums. Anti- National utterances, hate speeches and religious bigotry shall also warrant strict disciplinary action.
- Nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in due performance of the duties assigned to him.
- No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or

authority.

- No employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
- Nothing in this paragraph shall apply for:
 - (a) Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
 - (b) Evidence given in any judicial inquiry; or
 - (c) Evidence given at any departmental enquiry ordered by the University authorities.

All such above actions will be treated as gross in discipline and shall invite stringent action.

- No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- No employee shall engage directly or indirectly, in any trade or business, coaching or tuitions or undertake any employment outside his official assignments.
- No employee shall speculate in any business nor shall make or permit his spouse or any members of his family to make any investment likely to embarrass or influence him in the discharge of his official duties, and shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.
- An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University authorities.
- In case any employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not, and the employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University, unless he has obtained written permission to that effect from the President's office.
- Every member of the staff shall, if so required by the University, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit return in such form as the University

may prescribe in this behalf, of all movable and immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

- No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character: Provided nothing in this Para shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
- Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months; Provided that no employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.
- An employee shall be governed by the provisions of the Statutes made by the University subsequently regarding imposition of penalties for breach of any conduct rules or otherwise and preferring an appeal against any such action taken against him.
- No employee shall indulge in unethical practices which go against the principles of fair and just evaluation of students. These include: compromising the secrecy of examinations/ tests/ assignments, favoritism/discrimination in assessment/evaluation and irregularities in paper setting. All such acts shall be treated as grounds for termination of services.
- Any employee if having found out to have attained his employment or promotion in job through unscrupulous means which includes falsification of documents, forgery, fake documents and degrees and false credentials of any sorts, then he or she shall be terminated from his/her services.
- Moral turpitude shall warrant harsh punitive action against the perpetrator. Sending lewder sexually explicit messages (verbal, pictographic or textual) to fellow colleagues or students, stalking fellow colleagues or students, using derogatory or defamatory language against fellow colleagues or students either in their presence or otherwise on any public/private forum, threatening of physical assault and any other means of harassment/sexual harassment will invite termination.

10. Appraisal

To be considered for periodical appraisals all teaching and non-teaching staff has to maintain and improve their Appraisal Performance Index (API) and submit their self-appraisal reports to the HR department at the end of each academic session.

For teaching staff besides different faculty development programs, trainings, orientations and refreshers, either organized by TU or attended outside as per the University's instructions, it is also mandatory to write and get published at least two research papers in Scopus/ web of science indexed journals each year to be considered for appraisals, promotions, increments and career advancement schemes failing to which they will no longer remain entitled for yearly increment, promotions, career advancement and job appraisal. Such failure may also drive the competent authority to reduce or completely deduct the component of inbuilt performance allowance from the salary of said employee. Poor performance by non-teaching staff will invite similar action from the competent authority.

11. Transfer

The University reserves the right to transfer/ depute/ relocate any of its employees at any of its constituent schools/departments/colleges, campuses, centers (on campus and off campus), information centers, offices, research centers, research sites, extension centers, consultancy sites, etc. for any period it deems necessary without any additional financial compensation.

12. Resignation and Relieving

- a. In case an employee wants to get relieved or resign from his duties he/she may apply to the Registrar by giving Three months' notice in writing.
- b. During last month the concerned employee should collect '**No-Dues-Certificates**' in the prescribed format from all concerned department, viz. Accounts, HOD of home department, estate department and Library for submission to HR office.
- c. On submission of the above documents, the employee will be relieved after one month & will be entitled to get all the required certificates, documents and dues.

13. Retrenchment

The University if finds any Faculty, department or college financially unviable in its operations due to the absence of a steady source of revenue, can decide to reduce the size of approved posts in the said Faculty/department or College or may even decide to opt foreclosure. In such cases, the University will have the right to retrench such employees by giving them one month notice or one month salary.

14. Suspension & Termination Process

An employee if he/she is indulged in any activity which is not permissible as per service rules of TU including

- a. Misbehavior with fellow colleagues
- b. Unethical approach
- c. Below average performance
- d. Violation of the code of conduct

then his/her misconduct will be reported to the Registrar immediately. Subsequently the Registrar on his discretion may or may not suspend the offender with immediate effect and forward his/her case to the Disciplinary Inquiry Committee for investigation. The said employee will be served a notice informing him/her of the same. The committee may invite the said employee for personal hearing, after giving ample opportunity of defense looking to the evidences, facts and findings of the case, the committee may recommend either his/her acquittal from charges, impose suspension for any period it deems fit or levy some penalty. If the committee reaches at the conclusion that the said employee has violated the service rules of TU or is found guilty for violating the code of conduct and that his conduct was beyond repair, he/she shall be recommended for termination and shall subsequently be terminated by the appointing authority. In case of termination, **no certificate will be issued and no other benefits will be given except due salary.**