

# HUMAN RESOURCE

# HAND – BOOK



Vivekananda Global University, Jaipur

Sec 36, NRI Road, Jagatpura, Jaipur (Raj.)- 303012

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## Index

S. No.	Item	Page
1.	Guidelines for Teaching staff members	3 - 4
2.	Duties of HODs	5
3.	Leave Rules	6 – 11
4.	Performance Appraisal System for Teaching and Non Teaching staff	12
5.	Career Advancement Scheme for Teachers	13–14
6.	Application form for Career Advancement Scheme	15 – 17
7.	Policy regarding higher education of faculty under QIP	18 – 22
8.	Recording of Student attendance	23– 24
9.	Instructions for invigilators	25 – 26
10.	Student’s participation in Inter-college events – Rules & Regulations	27 – 29
11.	Guidelines for Grant of permission and financial support for presentation of research papers	30 – 31
12.	Rules for travel entitlement and TA/DA while on duty assignments	32 – 34
13.	Instructions regarding preparation of course files	35
14.	Provident fund Rules Faculty /Staff	36

**GUIDE LINES FOR TEACHING STAFF MEMBERS**

It is expected that all the teachers will take keen interest in the overall development of personality of the students and their own. They will in advance thoroughly plan and prepare their lectures before class room delivery. Teachers should not forget even for a moment that they are the role models of the students and they are being watched in and out of the class rooms by their students. A good teacher can make a subject interesting and easy to grasp for students while a poor teacher can make the same subject very difficult. For expanding knowledge a teacher should utilize all resources and avenues available to him. He can consult more books, refer journals, make use of Internet or can discuss with his colleagues or other knowledgeable persons. The Management will make all out effort and procure books and journals for the teachers and the students.

No body is a born teacher but one can cultivate his own good style of imparting knowledge to the students. Once a subject is allocated, look for good text/reference books on the subject. Rewrite the syllabus in a way you plan to teach to the students. Divide each topic into subtopics and allocate number of hours you would like to devote for that particular subtopic. Sum up the allocated hours and see to it that it fits well into the allocated time during the semester. Before commencing the course give an overall view and explain the importance of the subject to the students. This will motivate the students and create curiosity in the minds of the students to know more about the subject. Always mention the reference books which you have consulted for that particular topic. Always illustrate with suitable examples the theory which you have taught.

Prepare tutorial sheets and discuss the finer points with the students and ask the students to solve and submit the work given to them. Never postpone the evaluation work till end. Evaluate the work and tell the students about their performance. This practice will enable students to know their weaknesses in time and help improve. Every teacher must solve tutorial sheets himself before giving them to the students. To break monotony and to keep the students attentive a teacher should ask questions to the students during the course of lecturing. The students should also be encouraged to ask questions. Always praise students if they ask good questions or answer your questions correctly. Never discourage any student even if his question is vague or absurd from your point of view. Sometimes these crazy ideas may lead to wonderful discoveries. You may also hold additional surprise tests during the course if you feel necessary. A record should be maintained of the additional/ surprise tests.

Similarly for engaging laboratory classes, the teachers should plan the experiments and procure all the apparatus required with the help of their respective heads of the departments before the commencement of the semester. They should perform the experiment with their own hands before asking the students to perform. They should remain in the laboratory for the total duration and engage the students gainfully. The students should be asked to draw the circuit diagram, select instruments of appropriate ratings and make connections themselves and get the connections checked by the concerned teacher/laboratory assistant. The students must be asked to submit their laboratory records regularly and teachers must evaluate them regularly and tell the students about the grades they have earned.

Teachers must prepare the laboratory manuals and show them to their respective Heads. Apart from experiments the students should be asked oral quizzes related to the experiments

Teachers must maintain a complete record of the experiments performed, report submitted and grades earned by the students. These records will be checked by the HODs and the Management from time to time.

Apart from regular teaching it is expected that the teachers will take keen interest in other extra-curricular activities like games, sports, dance, drama, debates, group discussions, fine arts, cultural activities, seminars, symposium and workshops.

The batch counselors are the mentors and should regularly remain in touch with the students allocated to them. They should give them a patient hearing and help them overcoming their emotional and other problems related with their studies. The students who are in the final year should also be guided how they should prepare for various competitive examinations like CAT, GMAT, GATE, CARE, Civil Services, Engineering services and face the interviews.

The teachers will analyse the result of their subjects soon after the same is announced by the University and submit the analysis to their HODs with their comments. They will also suggest the ways and means to improve the result in future.

The teachers will maintain a record of the ISTE/AICTE courses attended, Seminars/Workshops etc. attended, paper presented in any research journal or in a conference, award won etc. If the teacher is permitted by the Management to pursue Master's degree or Ph.D. degree, he/she should prepare a progress report at the end of each session and submit the same to the Principal through HOD. At the end of the academic session you will fill a performance appraisal form and submit to the Principal through your HOD. Teachers may also maintain a record if they perform duties like time-table work, proctorial work, examination work, admission work, etc.

The performance appraisal report will be evaluated by the Management at the end of each session and if found satisfactory the annual increment will be granted. If the performance has not been adjudged satisfactory, the concerned teacher will be told of the short comings and the increment will be frozen.

A teacher will be rewarded if he/she publishes a research paper in a reputed journal, receives "excellent" remark on his/her performance appraisal report. The department as a whole may be rewarded if at least two students in a class secure university positions or results of the students in any one semester is more than 95%. The PTI may get a reward if in any two events two students get first prize in the games/sports tournament organized at state level or one student gets prize at the National level. Individual awards may also be given to teachers if any student guided by a teacher gets selected in civil services, engineering services etc. in the first fifty ranks. It is made clear that no teacher will indulge in any kind of private coaching and accept remuneration/gift from any past/present student under the pretext of providing guidance.

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**DUTIES OF HEADS OF THE DEPARTMENTS**

1. The HODs will coordinate all the academic and administrative activities & provide academic leadership in their respective departments.
2. They will provide effective leadership and set good precedences in their respective departments so that their younger colleagues feel proud and follow them.
3. They will assist the Management in the recruitment of teaching and non-teaching faculty of their respective departments.
4. All applications of leave (part or full) or any other request from teaching/non-teaching laboratory staff will have to be routed through their respective HODs. The HODs will forward these applications to the Principal after putting their remarks. Application for short-term absence during the working hours will also have to be routed through their respective HODs.
5. If any faculty member (teaching/non teaching) has any difficulty, he/she should discuss it first with the respective HOD before approaching the Management.
6. The HODs for proper functioning of laboratories, will appoint laboratory in-charges who will look after the developmental activities in the labs. HODs in consultation with lab in-charges will finalize the list of equipment required and help the Management in the process of procurement. They will also see to it that the labs are well maintained and the experiments are performed systematically and methodically.
7. HODs will conduct annual stock verification and will submit the report indicating shortage/excess/repairable/not repairable etc. to the Deans of respective faculty.
8. HODs from time to time will check that the experiments performed by the students are regularly submitted, checked and evaluated by the teachers concerned.
9. HODs will analyse the results of the students of their respective branches within a week from the date of declaration and submit the same to the concerned Dean along with the remarks.
10. If any teacher remains on leave due to sudden illness or due to any unforeseen reason, the respective HOD will make alternative arrangement so that his/her teaching load is engaged.
11. HODs will review, from time to time, the performance of each and every teacher and non-teacher in their respective departments and inform the concerned teacher/non-teacher about it so that he/she gets an opportunity to improve. At the end of each semester HODs will forward the performance reports to the Principal along with their remarks. Based on these reports the Management will grant increments, reward or punish them.
12. To achieve the objectives HODs will hold regular meetings with their departmental colleagues (may be once in a fortnight) and discuss the departmental problems related to the academic and administrative matters.

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# LEAVE RULES

## LEAVE RULES FOR ALL EMPLOYEES

### CONTENTS

1. General Principles
2. Casual Leave
3. Maternity Leave
4. Study Leave
5. Academic Leave
6. Compensatory Leave
7. Sabbatical Leave
8. Vacations
9. Privilege Leave
10. Medical Leave

#### 1. GENERAL PRINCIPLES

- 1.1 Leave cannot be claimed as a matter of right.
- 1.2 The leave sanctioning authority may refuse or revoke leave of any kind.
- 1.3 Leave application should be forwarded and recommended by the respective head of Department/Section.
- 1.4 Absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- 1.5 An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- 1.6 If the total leave without pay during any academic session exceeds 10 days, his/her date of next increment will be deferred by up to 3 months except in case of one time leave granted on account of medical /maternity reason or the marriage of the self.
- 1.7 It is the responsibility of the Employee availing leave to make alternative arrangement for engaging the classes or other duties. No leave will normally be allowed if such arrangements are not made.

#### 2. CASUAL LEAVE

- 2.1 An official on casual leave is not treated as absent from duty and his pay is not intermitted.

- 2.2 The total number of casual leave that can be granted to teacher/non teaching employee shall not exceed 12 days in one academic year (July 1<sup>st</sup> to June 30<sup>th</sup>). In case of official joining in the middle of a year, the limit may be proportionately reduced at the discretion of the competent authority. Unavailed leave cannot be carried over to the next year. New appointees can avail 1 day Casual Leave in a month and 6 days in a Semester.
- 2.3 Casual Leave will not normally be granted for more than 5 days at any one time.
- 2.4 Casual Leave cannot be combined with any other kind of leave or joining time. Sundays and Holidays falling during a period of Casual leave prefix/suffix to casual leave are not counted as part of Casual Leave.
- 2.5 Causal Leave can be taken for half day. The reporting time in campus will be 11.30 a.m. if half day CL is availed in I shift and departure timing will be 12.00 Noon if half day CL is availed in II shift.
- 2.6 If under emergency conditions, a faculty or staff avails casual leave, then he/she should inform the Head/Dean at the earliest possible opportunity so that alternative arrangements can be made with minimum possible dislocation of teaching work. In no case leave application will be entertained if he/she forgets to submit his/her leave application on the day of resuming duty. In such case the entire period of leave will be treated as leave without pay.
- 2.7 Any faculty/staff member may ask for Phone CL, in case of any illness/sickness or similar emergency reason, only two times in a semester and if there is similar request third time in any semester, he/she will be marked absent and under no circumstances absent marked will be changed to grant of leave of the kind due. However, the concerned faculty/staff member has to ensure well in time, that he/she has made arrangements for engaging his/her classes by faculty member/and technician (in case of lab/class) with proper intimation to concerned HOD.
- 2.8 If an employee has exhausted all CLs/CCLs/PLs allowed to him as per rules in a semester/an academic session, he/she must apply and get his 'absent/s' converted into 'leave without pay' / leave of the kind due from concerned authority, otherwise two days salary per day of absent will be deducted.

### **3. MATERNITY LEAVE**

- 3.1 Female faculty member, with less than two surviving children, are entitled to Maternity Leave for 90 days.
- 3.2 The leave is not debited to the leave account.
- 3.3 It is granted on without pay basis. However half pay will be admissible to the female faculty member who have served continually for more than 5 years and undertakes to serve for a further period of minimum two semesters after availing this facility.
- 3.4 It may be combined with leave/vacation of any other kind.
- 3.5 It will be counted as service for normal annual increment.

- 3.6 The leave will not be admissible for ‘threatened abortion’.
- 3.7 (a): Similarly, a male faculty member is entitled for 5 days special ‘Paternity Leave’ without pay, on the delivery of a child by his wife. The leave can be availed of within ± a fortnight of delivery and will be counted towards his service.  
(b) The above leave shall be granted with pay, if the male faculty member has put-in minimum 5 years of service.

#### **4. STUDY LEAVE**

- 4.1 May be granted to the faculty members who have satisfactorily completed period of probation (one year min.) and rendered not less than two years of regular satisfactory service including the period of probation, for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties.
- 4.2 The Study should be certified by HOD/Dean to be of definite advantage to the faculty member.
- 4.3 The particular program of study should be approved by the competent authority.
- 4.4 The Faculty member on his/her return shall submit to the HOD concerned, two hard copies of full report (Thesis/Dissertation/Research Report, etc.) on the work done by him/her while on study leave, within 10 days of joining the duty.
- 4.5 Study Leave will not be granted ---  
a) for studies out of India if facilities for pursuing of such study are available in India.  
b) to an official who is due to retire within five years of his return to duty after the study leave.
- 4.6 Maximum period of continuous absence, including vacation, if any, but excluding extraordinary leave, should not exceed 24 months generally, and 36 months for course of study leading to Ph.D. degree.
- 4.7 Requisite bonds in the prescribed forms are to be executed by the employees which would be legally binding if an official after availing of study leave resigns from service or otherwise quits within three year after return to duty or does so without returning to duty at all from Study leave, or fails to complete the course of study.
- 4.8 It will be counted as service for normal annual increment.

#### **5. ACADEMIC LEAVE**

- 5.1 May be granted to a faculty member who has put in minimum 1 year of service for;
- i) attending conferences, congresses, symposia, seminars etc. on behalf of the Faculty / Department.
- ii) delivering lectures/conducting external examinations in institutions and universities at the invitation of such institutions or universities approved by the authorities.



iii) working in another Indian/Foreign University, Institution or organization or international agency when so deputed or for performing any other duty assigned by the authorities.

iv) working on a delegation or Committee appointed by the State or Central Government, the University Grants Commission, a Sister Institute or any other Academic or Autonomous Bodies.

- 5.2 The duration of leave will be such as may be considered necessary by the competent authority on each occasion.
- 5.3 Person availing Duty Leave for the purpose of attending seminars/symposia, workshops and courses shall be required to give a talk in the department highlighting the objectives and elaborating the theme and indicating his contribution and stressing the benefit derived from the seminar and their applicability to the functioning of the Institute and to the departments concerned.
- 5.4 A faculty member may be granted a maximum of 8 days A.L. in an academic session and not more than 5 days in a semester. Faculty members going as External Examiners may not be granted more than 3 days Academic Leave in a semester.
- 5.5 Prior approval is a must before proceeding on Academic Leave.

## **6. COMPENSATORY LEAVE**

- 6.1 Compulsory Attendance on Sundays or other public holidays justifies the grant of compensatory leave for the number of days a teaching employee is directed to attend the office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under prior orders of the officer-in-charge.
- 6.2 Compensatory leave (CCL) should be treated like Casual Leave. CCL granted to any faculty member must be utilized by him/her within week under normal circumstances i.e. such leaves can not be accumulated as a rule, otherwise the same will be treated as lapsed. However competent authority may extend by another one month.
- 6.3 Compensatory leave is not admissible to holders of supervisory posts and any other non academic/ administrative staff.

## **7. SABBATICAL LEAVE**

- 7.1 Permanent, whole-time teachers who have completed Six years of service as Assistant Professor/Associate Professor/Professor may be granted Sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Organization and higher education system.
- 7.2 The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

- 7.3 Sabbatical leave shall be granted only after the expiry of six years from the date of the teacher's return from previous Study Leave.
- 7.4 A teacher shall, during the period of Sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical leave.
- 7.5 A teacher on Sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the competent authority may, if it so desires, sanction Sabbatical leave on reduced pay and allowances.
- 7.6 It will be counted as service for normal annual increment.

## 8. VACATIONS

### A. SUMMER VACATION

8.1 Faculty members will be entitled to summer vacation as per details given below:

Length of service	Vacation
5 Years & above -	4 Weeks
3 Years & above -	3 Weeks
1 Year & above -	2 Weeks
6 months & above -	1 Week
Less than 6 months -	Nil

Note: Administrative Heads of the Institutions (President, Director, Pro-President, Principal, Dean, Registrar, COE, etc.) will not be entitled for summer break. They can be given Special Leave for urgency work at the discretion of the Management.

8.2 "Technicians and Librarian will be entitled to summer vacation as per details given below:

Years of completion of regular service as on 01 Aug of the academic session	Vacation
2 Years & above	10 Days
1 Year & above	5 Days

**Note: Number of days can be reduced by the Management without any notice.**

### B. OTHER BREAKS

8.3 The employees are normally entitled for Diwali and Winter/Summer breaks which may be curtailed/cancelled for some or all employees without any compensation.

## **9. PRIVILEGE LEAVE**

9.1 A Teaching Faculty may be granted Privilege Leave (PL) in lieu of summer vacation if he/she is detained for official work.

9.2 The PL so granted will be 50% of the total number of days for which he/she has been detained.

9.3 PL earned by a teacher can be availed during the subsequent academic session with the prior approval of the competent authority. It is clarified that that PL cannot be claimed like CL, its prior approval is essential and the management reserves the right not to grant PL to any teacher.

9.4 PL cannot be accumulated and carried forward beyond one academic session.

## **10. MEDICAL LEAVE**

10.1 PL can be availed on medical grounds provided a medical certificate from competent authority is submitted to the satisfaction of the management.

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## PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

The “Performance Management System (PMS)” reviews and appraises the performance of the faculty and non-teaching staff annually at the end of the academic session. The objective is not only to evaluate the performance against their Key Responsibilities Areas (KRAs), but also to identify potential for growth of the employee.

**Performance appraisal of teaching staff:-** The appraisal is based on five parameters- academic activities, participation in campus life, consultancy/funding, FDPs/ conferences/ seminar attended and other activities. Initially, staff has to fill self-assessment form which is appraised by the reporting Heads and finally reviewed by the President.

### **Performance appraisal of non-teaching staff:-**

Appraisal of non-teaching and administrative staff are based on parameters of discharge of assigned responsibilities, quality of work, conduct and character, additional responsibilities, discipline, reliability, interpersonal skills/ coordination with colleagues and subordinates, power of drafting (where applicable), organization of documents (in case of ministerial staff) and technical abilities (in case of lab workshop staff).

The rating scale for performance appraisal is as under:-

Rating scale - ( 1 to 5)	
Level of Contribution on KRAs	Rating
Significantly exceeds objectives	5
Exceeds expectations	4
Meets expectations	3
Needs improvement	2
Does not meet expectations	1

This assessment facilitates award/retention to talented functionaries and a warning mechanism for others to improve in the year ahead.

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## CAREER ADVANCEMENT SCHEME FOR TEACHERS

The promotions under Career Advancement Scheme will be as follows:

### **ASSTT. PROFESSOR TO SENIOR ASSTT. PROFESSOR**

1. The minimum length of service for eligibility to move into the grade to senior Asstt. Professor would be three years for those with Ph.D, four years for those with M.Phil, M.Tech/ME and five years for others at the level of lecturer. Out of this service at least two years should be at VGU Campus Previous teaching experience would be considered provided it is at least of degree level.
2. Significant contribution to teaching/academic environment.
3. Contribution in organizing extra curricular activities, maintaining discipline, helping in admissions, examinations and other administrative works.
4. It is desirable to have attended in house faculty development programme, published research papers, written articles in the Institute's magazine guided student projects, industrial projects etc.

### **SENIOR ASSTT. PROFESSOR TO ASSOCIATE PROFESSOR**

A Asstt. Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor if he/she has:

1. Completed 4 years of service in the senior scale.
2. Obtained a Ph.D degree or has equivalent published work.
3. A senior Asstt. Professor without Ph.D. degree may also be considered for promotion to the post of Reader provided he/she satisfies all other requirements. In such a case he/she will have to obtain Ph.D. degree within seven years.
4. Significant contribution to teaching/academics activities.
5. Contribution in organizing extra curricular activities, maintaining discipline, helping in admission and other administrative works.
6. It is desirable to have attended in house faculty development programme, published research papers, written articles in Campus magazine guided student projects, industry sponsored projects.
7. Participated in summer/winter school "Refresher courses".

### **ASSOCIATE PROFESSOR TO PROFESSOR**

A Assoc. Professor will be eligible for promotion to the post of Professor if he/she has obtained Ph.D. and:

1. Completed 7 years of service in the Reader's grade.
2. Possesses consistently good performance appraisal reports.

3. Research contribution, books, articles etc. published in research journals.
4. Seminars/conferences attended/organised.
5. Significant contribution to teaching/academic environment.
6. Significant contribution in motivating and organizing extra curricular activities, maintaining discipline, helping in admissions, examinations and other administrative works.
7. Guiding/undertaking industry Sponsored R & D projects.

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### **PROCEDURE FOR CAREER ADVANCEMENT SCHEME**

Applications will be invited every year by 15<sup>th</sup> of July from the eligible faculty members of the Institute. They will be required to fill the prescribed application form and submit the same to the Registrar through Dean along with the supporting documents. After a thorough scrutiny, these applications will be placed before the Selection Committee. The composition of the Selection Committee will be as follows:

1. President
2. CEO
3. Dean of concerned faculty
4. HOD of concerned department (if of the rank of Professor)
5. At least one subject expert

The candidates may be promoted to the next higher position if found suitable by the Selection Committee.

Application Form for Career Advancement Scheme

1. Name : .....
2. Designation : .....
3. Department : .....
4. Post Applied For : .....
5. Date of Joining : .....
6. No. of years of Service in **VGU** : .....
7. Date of promotion to the present position : .....
8. Number of years served at **VGU** in the present position: .....
9. Membership of Professional Bodies : .....
10. Academic Qualifications (Matriculation and onwards) : .....

S. No.	Degree	Board/University	Passing Year	% Marks	Division
1.					
2.					
3.					
4.					

11. Industrial/Professional Experiences

S. No.	Name of Organization	Post Held	From	To	Grade
1.					
2.					
3.					
4.					

12. Teaching Experience

S. No.	Name of Organization	Post Held	From	To	Grade
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1.					
2.					
3.					
4.					

13. Subjects taught during the last three years

14. Performance of students in the subjects during the last three years

S.No.	Year	Subjects taught	Semester	No. of students Appeared	No. of students passed	No. of students securing more than 60%
1.						
2.						
3.						

15. Refresher Courses/Staff Development Course Attended: .....

16. Summer/Winter School Attended : .....

17. Conferences/Seminars/Symposia/Workshops etc organized. : .....

18. Conferences/Seminars/Symposia/Workshops etc attended : .....

19. Research Publications : .....

20. Books/Monographs Published : .....

21. Award/Medals Received : .....

22. Technical/General Articles published in VIVEK/ News Papers/Management Reports : .....

23. Other Academic Activities (Part-time M. Tech. /Ph.D.) : .....

24. Details Professional Consultancy/Projects Undertaken : .....

25. Innovations/Contributions in Teaching :-

(a) Design of Curriculum



- (b) Teaching Methods
  - (c) Laboratory Development
  - (d) Evaluation Methods
  - (e) Preparation of Resource Materials, Laboratory Manuals
  - (f) Participation in roll-Out programmes
  - (g) Students Counseling
  - (h) Any other innovations
26. Participation in Corporate life
- (a) Co Curricular Activities
  - (b) Enrichment of Campus Life (Hostels etc.)
  - (c) Cultural Activities
  - (d) Student welfare and discipline
  - (e) Participation in Institute Admission
  - (f) Publication of VGU Campus, Institute Brochures etc.
  - (g) Organization of Industrial Training for students
  - (h) Participation in students Placement
  - (i) Organization of Examinations
  - (j) Participation in Industry – Institute Interaction
  - (k) Extension lectures delivered at other Institutes
  - (l) Chaired Technical sessions at other Institutes

I certify that the above information furnished by me is true to the best of my knowledge and belief.

Date : .....

Signature of the Candidate : .....

Place : .....

Name of the Candidate : .....

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**INSTITUTE POLICY REGARDING HIGHER EDUCATION OF FACULTY  
UNDER QUALITY IMPROVEMENT PROGRAMME (QIP) SPONSORED  
BY UGC/AICTE, NEW DELHI**

The Institutes has decided to pursue vigorously its policy to promote quality education. In order to achieve its goal of quality education it is necessary that the teaching faculty must be well trained and qualified. Due to non-availability of well qualified faculty the Institute has decided to encourage and sponsor faculty members to the various centres of higher learning under Quality Improvement Programme (QIP) sponsored by UGC/AICTE.

**Purpose:**

- (a) To improve quality of teaching faculty.
- (b) To recognize and support meritorious teachers.
- (c) To provide opportunities for upgradation of knowledge and skills of teachers.
- (d) To encourage research and development.

**Implementation:**

The policy becomes effective immediately after its notification.

**Eligibility:**

Any faculty member who has put in at least two years of employment with VGU with good academic performance and good participates in institutional activities is eligible for sponsorship under this scheme for doing M.Tech. at any of the QIP centres recognised by UGC/ AICTE. For doing Ph.D. degree under the scheme the faculty member must posses least three years of employment with VGU Campus with good performance. The faculty member may apply for permission to pursue higher studies (M.Tech. or Ph.D.) at any of the QIP Centres. The permission has to be sought in writing giving details of the programme, degree sought, branch and institute of study, duration and other pertinent information.

**Permission:**

The Institutes may permit the faculty members subject to the following constraints –

- (A) From each department not more than one faculty member for M.Tech. and not more than one faculty member for Ph.D. will be sponsored at a time. No other faculty member will be considered for sponsorship till the previously sponsored faculty member returns back and joins the department after expiry of leave period.
- (B) The faculty member will have to execute a bond on the stamp paper that he/she will serve the Institute for a period of two years after availing a leave of two years for doing M. Tech. and for a period of three years after availing a leave of three years for doing Ph.D.

**Extension of leave period:**

Initially the leave granted will be for a period of one year. On receipt of satisfactory progress report from the Institute where the faculty member is pursuing higher education the leave period will be extended upto a total maximum period of two years for M. Tech. However, if the performance report from the institute is not satisfactory he/she may be called back and upto a total maximum period of three years for Ph.D. If a faculty member on the recommendations from the QIP Institute extends leave beyond the maximum period allowed, he/she will have to execute another bond extending the bond period by duration equal to the extended leave duration.

**Implementation:**

- (A) The candidate will have to seek admission under QIP at any one of the designated centre on his own after checking eligibility conditions as mentioned earlier.
- (B) If more than permissible number of faculty members apply under the scheme, then the Committee constituted for the purpose will select the candidate. The decision of the Chairman, after reviewing the committee report, will be final and binding.

**Benefits:**

- (A) The sponsored candidates will be paid half of the total emoluments which he/she was drawing at the time of relieving for joining at the QIP Centre for the entire duration of leave period. The Income tax and PF will be deducted and deposited as per rules.
- (B) On joining the parent Institution after completion of higher education, the faculty member will be given two additional increments for M. Tech. and three additional increments for Ph.D. These increments will be in addition to the annual increments for the leave period which will be released on rejoining the Institute.
- (C) After completing higher education the faculty member may be rewarded with promotion.
- (D) Faculty members who publishes paper in National/International journals will be rewarded by a sum of Rs. 11,000 to 21,000 in addition to the cost of publication of paper after approval of selection committee.
- (E) Any faculty member who brings to the institute a research project of min. Rs. 10 Lac., will be considered for reward/promotion.

**Non-fulfillment of bond obligation:**

If the faculty member fails to join back the Institute after availing leave he/she will have to refund twice the amount he/she has received from the Institute during the leave period.

## BOND FOR FACULTY MEMBERS PROCEEDING FOR HIGHER STUDIES UNDER QIP

BOND FOR PERMANENT EMPLOYEES OF VIVEKANANDA GLOBAL UNIERSTY, JAIPUR PROCEEDING FOR \_\_\_\_\_ UNDER THE QUALITY IMPROVEMENT PROGRAMME.

1. KNOW ALL MEN BY THESE PRESENTS THAT I \_\_\_\_\_ Son / daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in \_\_\_\_\_, hereby bind myself and my heirs, executors and administrators to pay to the, Vivekananda Global University, Jaipur (hereinafter called “the University”) on demand a sum as per calculation in terms of para 2 of this office bond only together with interest thereon from the date of demand at the rates fixed by Government of Rajasthan for the time being in force on Government loans AND TOGETHER with all costs.

WHEREAS THE above bounden is permitted to pursue the course of \_\_\_\_\_ under the Quality Improvement Programme.

AND WHERE AS for the better protection of the University the above bounden has agreed to execute this bond with such conditions as here under are written :-

**NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION**

Is that the above bounden hereby covenants with the University that during the period of such course and with in a period of \_\_\_\_\_ years after completion of such course, he shall not resign the post from which he was sent for this course or such other post to which he is appointed by the University during the aforesaid period nor shall he take up any employment other than the aforesaid posts.

- For the consideration aforesaid and in pursuance of the said agreement the above bounden, hereby agree, that if, during the period of the said course or within a period of \_\_\_\_\_ years after the completion of the course, the above bounden resigns or retires from service without returning to duty or takes up other employment contravention of clause (i) above, he shall forthwith pay to the University the amount of salary and allowances which will be paid to him during the period of such course or otherwise incurred on him together with interest thereon from the date of demand at Government of Rajasthan rates for the time being in force on Government loans.

AND upon above bounden \_\_\_\_\_ making such payment the above written obligation shall be void and of no effect, otherwise it shall be, and remain in full force and virtue.

The University have agreed to bear the stamp duty payable on this bond.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ on two thousand \_\_\_\_\_.

In witness where of this bond has been signed by the above bounden on the day and year above written.

Signed by the above bounden \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Vivekananda Global University, Jaipur

(\_\_\_\_\_)

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS THAT I \_\_\_\_\_  
Resident of \_\_\_\_\_ in the District of \_\_\_\_\_  
\_\_\_\_\_ at present employed  
as \_\_\_\_\_ do hereby offer myself as  
Surety for fulfillment of the conditions of the aforesaid bond on behalf of Shri  
\_\_\_\_\_ employed as  
\_\_\_\_\_ at  
\_\_\_\_\_, Jaipur and do hereby bind  
myself and my heirs, executors and administrators to pay to the Vivekananda Global  
University, Jaipur on demand the sum as per the calculation together with interest thereon  
etc. as prescribed in para 1 of the aforesaid bond in the event of the failure of the above  
bounden Shri \_\_\_\_\_ to comply with all or any of the  
conditions of the aforesaid bond.

Name : \_\_\_\_\_  
Full Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Ph. No. : \_\_\_\_\_

Witness 1. \_\_\_\_\_

Witness 2. \_\_\_\_\_

## **RECORDING OF STUDENTS' ATTENDANCE**

It is mandatory for all the faculty members to maintain attendance records of students in their lecture/tutorial/laboratory classes properly and methodically. Casual attitude regarding maintenance of attendance records is counter-productive and it has been observed in the past that condonation of attendance by teachers on medical or any other ground has resulted in deterioration of discipline.

It has been decided to implement attendance rules very strictly in every session. The faculty members are required to maintain attendance records carefully so as to avoid any last minute problem. The following points must be strictly adhered to.

1. The faculty members in their very first class must explain to the students about the importance of classroom attendance and about the strict attendance policy of the Institute.
2. The attendance must be recorded right from the day one of the commencement of classes in a permanent register obtainable from the offices portal in MIS.
3. The faculty members must take the attendance of the students by their names and not by serial number/roll number.
4. If a student is present his/her attendance should be recorded as 1,2,3, ..... and not by "P".
5. If a student is absent he/she should be marked "A" and not by a dot.
6. The attendance should be recorded along with the date. If on any particular day a scheduled class could not be held due to some reason, then, a column corresponding to this date should be assigned in the register and the reason for not holding the class along with the date should be recorded. The possible reason may be a campus interview, an industrial visit, teacher on leave, a holiday, mass cut by students etc.
7. No faculty member will grant any attendance to any student on account of medical or any other reason except when the student is deputed officially to represent the Institute elsewhere. In all such cases the faculty members may grant duty leave to students (which should be treated as present for attendance purpose only) on production of a certificate to this effect from the Dean student welfare /HOD. No verbal statement from the student should be considered. Duty leave should be recorded as "D" in the attendance register.
8. The faculty members must inform to the students in their very first class that they will not get any attendance on the basis of medical certificates. They may, however, keep in record a photocopy of the medical certificate, if a student submits the same.
9. On any day even if a single student is present the attendance must be recorded along with the date and the class be engaged for full time in the allotted classroom or the laboratory. The student who has turned up should not be sent away as it encourages others to cut classes.
10. The faculty members after every two weeks should disclose in the class the names of the students having attendance less than 75%.
11. The faculty members at the end of every four weeks should forward to their respective HOD/batch counselor the attendance of all the students. This record must contain information about classes engaged, classes attended and percentage of attendance highlighting the names of the students having attendance less than 75%.

12. The HODs will consolidate the list submitted by the individual teachers and display on the notice board the list of those who have shortage of attendance. They should also forward a copy to the Principal and inform the parents through batch counsellors.
13. As per the prevailing rules and regulations of the University it is mandatory for the students to have a minimum of 75% attendance in each subject including tutorials and in each laboratory class.
14. One week before the commencement of each term test the teachers are required to submit to their respective HOD the attendance of all the students as mentioned in para 11 above, clearly identifying students having attendance less than 75%. The attendance for the first term test be counted from the beginning of the session to the start of the first term test. The attendance for the second term test will be counted from the beginning of the session to start of second term test.
15. The HODs will consolidate all the cases and submit the consolidated list of students along with the attendance details and their comments if any to the Principal at least three days before the beginning of each term test so that it can be displayed on the notice board.
16. Normally student should not be permitted in the 1<sup>st</sup> period if he/she arrives late by ten minutes.
17. To ensure that the instructions are strictly followed, the HODs will inspect the attendance registers once in a fortnight and put their signatures along with comments, if any.
18. The faculty members are required to submit the attendance registers at the end of the semester to the Examination Cell without prior notice.
19. It is mandatory for faculty members to fill the attendance in MIS on the same day or latest by 11.00 a.m. of the next day.
20. The attendance in Lab. Classes be given corresponding to the no. of hours (period) e.g. if a lab. consists of 3 Hrs., the student may be awarded 3 attendance (in multiple of 3).
21. A student may not be awarded attendance for activities/back papers more than 7 days or 10% of the total number of working days in a semester, whichever is less or subject to actual during a semester.



**Instructions for Invigilators**

1. All the invigilators shall report for examination duties at least half an hour before the exam time on the first day of examination and at least 20 minutes before the exam time on the subsequent days. The supervising staff and the supporting staff shall report at least one hour before exam time on each day.
2. No candidate shall be permitted in the examination hall without the valid admission card. The candidates will be permitted by the invigilators in the room 15 minutes before the time fixed for examination on the first day and 10 minutes before the time on the subsequent days.
3. The invigilators will ensure that the books etc. brought by the candidates are kept outside the examination room.
4. On each day before distributing the answer books, the invigilators will announce in their respective rooms that the candidates will not keep in their possession any incriminating material such as hand written or printed notes, slips, papers, books and cellular phones. If any such material is found in the possession of the candidates later on, the candidate will be booked under unfair means case.
5. Invigilators will ensure that the candidates are seated as per the seats allocated to them. The answer books will be distributed to the candidates five minutes before the start of the examination.
6. The invigilators shall put their signatures on the answer books at appropriate place after checking carefully all the entries on the cover page of the main and the supplementary answer books.
7. The candidates are to be instructed not to write their roll numbers or names anywhere inside the answer books. However they should write their roll numbers on the cover page only where they have been asked to write. At the end of the examination the candidates should cross all the unused blank pages in the answer book.
8. Invigilators shall issue supplementary answer book to any candidate only after the main answer book is completely finished. Please ensure that the supplementary answer book is tied to the main answer book before the candidate starts writing in it.
9. Invigilators will carefully check the candidates with their photographs affixed on the admission card and obtain his signature on the form a second time and compare with the original. The two signatures should be identical.
10. Invigilators should not speak to the candidates on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
11. Invigilators shall return all unused papers and main answer books to the supervising staff immediately after half an hour along with the absentee statement.
12. Immediately after the examinations are over the invigilators will collect the answer books from the candidates, arrange them in the serial order of roll numbers of the candidates, count them and then hand over back to the supervising staff in the control room.

13. If a candidate is caught using unfair means the invigilators should immediately take in their possession the incriminating material and report the matter to the supervising staff.
14. Candidates who arrive late by not more than half an hour may be permitted only after obtaining approval from the Centre Superintendent.
15. The invigilators shall report at the time of returning back the answer books, the cases of change of ink, if any.
16. No candidate should be permitted to leave the examination hall before two hours. If a candidate leaves the examination hall before the examination is over but after two hours, he should not be permitted to take away the question paper with him.

**STUDENT'S PARTICIAPTION IN INTER- COLLEG EVENTS****RULES & REGULATIONS**

1. For registration, students have to submit proof (duly verified by batch counselor) of having maintained at least 75% attendance in the current semester.
2. For any event if the number of entries exceeds the number required, it will be finalized by the expert (in-house faculty) in that field.
3. A student can participate in maximum two events in a semester.
4. For participation in outstation events, only those students will be considered who possess a past record of participation in the events conducted in Jaipur itself.
5. Registration of girl candidates for participation in outstation events is subject to the consent of their parents in writing.
6. Registered participants are entitled for grant of attendance in the classes held during the period of the respective event.
7. Registered participants are entitled for reimbursement only after submitting the report on the event.

**Reimbursement Rules (for the registered candidates only)**

- 50% of the registration fee.
- 50% fare of the sleeper class/bus (in case of out-station event)

ANNEXURE II

**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with admission/registration/enrolment number), having been admitted to **Vivekananda Global University**, Sec 36, NRI Road, Jagatpura, Jaipur, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_.  
 (day) (month) (year)

\_\_\_\_\_  
**Signature of deponent**

Name:  
 Address:  
 Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
 (Place) (day) (month) (year)

\_\_\_\_\_  
 Signature of deponent

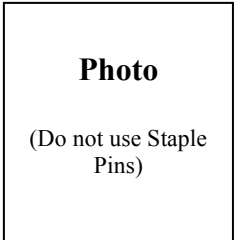
Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ after reading the contents of this affidavit.  
 (day) (month) (year)

OATH COMMISSIONER

ANNEXURE I

**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number) S/o, D/o, Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to **Vivekananda Global University**, Sec 36, NRI Road, Jagatpura, Jaipur, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.



- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_.  
 (day) (month) (year)

\_\_\_\_\_  
 Signature of deponent  
 Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
 (Place) (day) (month) (year)

\_\_\_\_\_  
 Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ after reading the contents of this affidavit.  
 (day) (month) (year)

OATH COMMISSIONER

## **Policy document for financial assistance to faculty members**

To pursue vigorously the policy to promote quality education, the VGU has decided to put greater emphasis on post graduate and research programmes. To strengthen these programmes, the faculty needs to be encouraged to participate and publish their research papers in national and international journals of repute, attend national and international conferences, seminars and workshops and also for the purpose of presenting papers. For this purpose the Management shall provide financial assistance depending upon its academic importance/usefulness.

### **Purpose :**

- (a) To promote faculty development activities.
- (b) To build capacity and promote holistic development of faculty.
- (c) To encourage research and development.
- (d) To allow the faculty to interact with faculty of other institutions of higher learning.

### **Eligibility :**

- (1) All the faculty members who have put in at least one year of service with VGU will be eligible for financial assistance. However, faculty members who have less than one year of service at VGU will have to take prior permission as a special case from the competent authority to avail this benefit.
- (2) No faculty member will get financial assistance for more than two times during any one academic session.
- (3) Only one author will be permitted to participate in the conference for the purpose of presenting the research paper.

### **Provisions:**

- To attend seminars, workshops, conferences, short term courses, FDPs, etc,(event ) in India or abroad
- For membership fee of professional organizations relevant to one's domain.
- For purchase of books relevant to teaching/research (up to Rs. 1000 only)
- Any other activity enhancing the core competency of the concerned faculty and staff, with due approval of the competent authorities.

### **Condition:**

1. Peer reviewed research papers accepted for presentation in international/national conference to be held in India or organised by institution of National importance (IISc, IITs, NITs, and Central Universities etc. ) will be given top priority. The faculty members will be given 50% of the registration charges and to-and-fro rail/bus fare and boarding & lodging expenses, if the same are not provided by the organizers.
2. Research papers accepted for presentation in local and other conferences where papers are not peer reviewed will be given the last priority. In all such cases only 30% of total expenses which may include registration

- charges, to-and-fro rail/bus fare and boarding & lodging charges will be reimbursed.
3. Faculty members must present a paper /poster when attending a conference and provide the same to claim reimbursement.
  4. All research papers /posters/presentations must carry the name of VGU with the name of the author(s).
  5. Faculty members at associate professor and above rank, if not presenting papers, must produce evidence of their active participation in the Event, like guest lectures / chairing a session/ participation in panel, or any other similar activity.
  6. Prior approval of the University is mandatory for attending any such conference &workshop to be held inside &outside India. All such requests should be sent to the Registrar with proof of acceptance of paper/ posters or evidence of active participation as mentioned above.
  7. Reimbursement of expenses will be made only on claims which are supported by original vouchers, receipts, and on production of attendance and post attendance report .
  8. For attending conferences and workshop, etc., faculty members can avail approximately 50% of the expenses which is to be settled as soon as possible from the date of return from the event and should apply for reimbursement through HR section.
  9. Un-availed amount of financial assistance in financial year will not be carried forward to the next financial year.

**Grant of leave:**

In all such cases the faculty members will have to apply in advance for academic leave. For presentation of research paper outside India, the faculty members may be granted academic leave in excess, if need arises.

## RULES FOR ENTITLEMENTS FOR TRAVEL AND TA/DA WHILE ON DUTY ASSIGNMENTS

1. **Preamble.** The aim of these Rules is to ensure that all concerned are aware of their entitlements for moves on duty, the mode of transport authorized, the TA/DA and incidentals they can claim, and the amounts that would be reimbursed for meeting the Hotel expenses. It is necessary that all members of VGU family exercise restraint in expenditure while on duties involving official moves outside the college. The duties must be planned well in advance and maximum advantage must be taken of low fares especially when travelling by air. Short distance journeys to places within Rajasthan and to places within 500 kms would always be undertaken by bus/taxi/train. All would be made on actual expenditure incurred.

2. **Classification of Duty.**

(a) **Local Duties within Jaipur .** Instructions regarding :

(i) **Reimbursement on use of Own Transport.** For duties within Jaipur, personal transport would be made use of . No reimbursement would be made in case of on-off duty to places located close-by. However, in case the duty requires frequent travel, a request for reimbursement of fuel charges may be made. This reimbursement would be limited to a maximum of Rs. 8/- and Rs. 4/- per km for four and two wheelers respectively.

(ii) **Use of Institution Transport.** The institutional transport, being a limited resource, cannot be normally made available for local duties, However in case own transport is not available, the staff/faculty member must make a request for using VIT, VIT-East transport. The request duly recommended by the respective HOD, would be put up to the Registrar for approval. Such requests must be made at least a day in advance. When using the Institution transport, it should be ensured that no misuse occurs and it is used exclusively for the purpose sanctioned.

(iii) **Use of City Taxis/Auto Rickshaws/Buses form/Bus Station or the Airport.** Use of private taxis/auto rickshaws/city buses may be made for specific purpose like travelling to and from the institute/residence to the airport/railway station/bus station as part of an official duty. Actual expenditure incurred on taxi charges may be claimed as reimbursement. The entitlements would be as under :

- |                         |  |
|-------------------------|--|
| - <b>Ac Taxi's</b>      | - Readers and above and equivalents          |
| - <b>Normal Taxi</b>    | - Lecturers and equivalents                  |
| - <b>Auto Rickshaws</b> | - Lab assistants/technicians and equivalents |
| - <b>Buses</b>          | - Class IV Staff                             |

(b) **Out Station Duties.**



- (i) **Travelling by Air.** Entitlement to travel by air is permissible only to Readers and above. However, in case of urgency, others may be permitted with the prior specific approval of the Director. The following would be ensured while travelling by air :
- Prior sanction will be obtained
  - It will be resorted to only in rare cases where time is a constraint
  - Low cost airlines would be made use of and the best bargain fares obtained
  - Discount will be sought by availing a return ticket
- (ii) **Travelling by Bus.** The entitlement for travel by bus would be as given below:
- **Volvo Bus.** Readers and above
  - **Super Deluxe Bus.** Senior Lecturers and Lecturers.
  - **Deluxe/Normal Express Bus.** Other than above.
- (iii) **Travelling by Train. ACI, ACII or AC III Entitlements.**
- **AC I** - Not be permitted for anyone
  - **AC II** - Lecturers and above and equivalents.
  - **AC III** - All others
- (iv) **Travelling by Taxi.** Travel by taxi for inter city travel would be made only in exceptional circumstances. Where inescapable, use of small segment taxi's will be made. Use of AC taxi's will be made only if the high temperatures make it necessary For hiring of transport in the distant city, use will be made of auto rickshaw and city buses to the maximum extent and car taxi's would be hired as an exception. When car taxi's are hired, the entitlements would only for Lecturers and above and equivalents as under :
- **AC Taxi's** - Readers and above and equivalents
  - **Non AC Taxi's** - Lecturers and above and equivalents.
- (v) **Travelling by Own Transport.** Travel by own transport may be done for inter-city travel. The reimbursement would be limited to the train fare (ACII or AC III fare as entitled).
3. **Entitlement of Travelling Allowances and Incidentals.** The meal charges, porter charges, parking charges etc. will be reimbursed as per actual.
- The faculty members of the rank of Assistant Professor and above will be entitled for out of station allowance of Rs. 500/- per day. Others are entitled for Rs. 300/- per day.
4. **Entitlement of Expenses for Stay.**

- (a) **Stay at Hotel.** The maximum charges reimbursable for stay at hotels (single occupancy) would be Rs.1500/-, Rs. 1200/- and Rs. 1000/- per day for class A, B and C, cities respectively.
- (b) **Stay under Own Arrangements.** When staying under own arrangements or under the arrangements of the host, no charges would be reimbursed.
- 5. **Advance Requisition.** All moves would be got approved in advance and the application would indicate the mode of travel, the place of stay and the likely expenses that would be incurred.
- 6. **Preferring of Claims for Reimbursement.** Actual bills in support of the claim would be submitted.
- 7. **Other Pre-requisites.**
  - (a) All moves on duty must be authorized by the competent authority.
  - (b) Moves must be planned well in advance-preferably at least a month ahead.
  - (c) Leave will normally not be granted in conjunction with duty.
  - (d) Cancellation charges owing to poor planning will not be reimbursed.
  - (e) While staying in hotels sharing of rooms with same gender colleagues would be resorted to .
  - (f) Maximum use would be made of low fares and discounts available.
  - (g) Agent charges would not be reimbursed.

**INSTRUCTIONS REGARDING PREPARATION OF COURSE FILE**

1. Every teacher will rewrite the course contents in the order in which he/she would like to teach to the students.
2. Normally the details of each topic and subtopic are not mentioned in the syllabus. Therefore each teacher will write the various subtopics which he/she would like to cover under each topic.
3. Allocate expected number of lecture, hours required to cover each of these subtopics. Also mention the text and other reference books you intend to follow for these topics.
4. Sum up the total no. of hours which you would required for the completion of the course.
5. Adjust the total number of hours for various topics and subtopics so that the entire syllabus is covered within the available time.
6. While teaching a particular topic please carefully note the difficulties faced by the students in understanding the concepts, the actual time required to cover the topic etc and make a note in the course file.
7. Please make a record of all the numerical problems with full solutions which have been discussed in the class to explain the concepts involved in a particular topic.
8. Also make a record of all the problems with full solutions of the problems covered in the tutorial class.
9. Keep a record of the test papers along with the detailed marking scheme.
10. If you are teaching a design course/project course, please define the objective clearly. Write all the steps involved in the design/project.
11. If you are handing a laboratory course, list all the experiments. Write steps involved in performing each experiment should also be mentioned, also list possible short questions based on experiments.
12. Get the course file course file countersigned by your HOD every week.

**Provident Fund Rules**

Employees of Institute are entitled to receive Provident Fund (P.F.) after continuous and successful completion of two years service in the University. The matching contribution by the University will be as per prevailing Govt.

Retd. Persons from Govt. Semi-Govt., Autonomous bodies and other senior staff members in the age group of 60+ are not entitled for Provident Fund (P.F.) contribution by the University.