



# SERVICE RULE BOOK

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# **SERVICE RULES BOOK**

**(For Teaching & Administrative Staff)**

(Approved in the 25<sup>th</sup> Governing Body Meeting Vide Agenda Item GB 25.21,  
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**Chandigarh Patiala National Highway (NH-7),  
Village- Jhansla, Rajpura, Punjab- 140401**



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## **SERVICE RULES**

*(For Teaching & Administrative Staff)*

### **1. Preamble**

Chitkara University, Punjab was established in the year 2010 by the Punjab State Legislature under “The Chitkara University Act, 2010”. It has been founded by Dr. Ashok Chitkara and Dr. Madhu Chitkara, who have been passionate teachers for more than 40 years now.

The University has at the centre of its philosophical core the commitment to excellence in education. It is the strong academic heritage of the University and firmness on matters of principles that the University has grown from strength to strength in such a short span of time.

The University’s punch line “Explore your Potential” reveals our commitment to help students, faculty & staff members to identify their talent, passion and career goals; create a value proposition that reflects who they are; enable them to market themselves; and help them to put their career plan into action. The intent is to prepare students, faculty & staff members to think out of the box and create their own definition of success.

### **2. Vision**

To be globally recognized organization promoting academic excellence through interdisciplinary applied research and to expand realms of knowledge through innovation.

### **3. Mission**

Chitkara University is an institution based on the philosophy of greatest good of the greatest number of people. Functioning of this University has set forth many milestones, which other similar institutions wish to travel. Its mission is:

- To carry out the academic process for achieving excellence through active teacher-student-industry participation.

- To promote research, innovation and entrepreneurship in collaboration with industries and laboratories.
- To inculcate high moral, ethical and professional standards amongst our students.
- To contribute to build a skilful society.

#### 4. **Values**

The University emphasises on the following values: -

- **Care** – For us, welfare of our students and employees is our top priority.
- **Supportive** – We are supportive. We go an extra mile to support our stakeholders i.e. students, faculty member, parents, government and industry.
- **Academic Excellence and Learning** – We value excellence in learning by adopting suitable pedagogy and ensuring that our faculty remains in touch with the latest in the field. We also ensure that our students are able to compete at global level.
- **Quality** – We hold a strong commitment to high standards in all aspects of our educational activities, learning outcomes and support services. We seek to continuously strengthen the overall effectiveness of our operations.
- **Faith** – We treasure our ethos and our charter.
- **Integrity** – We conduct our operations and make our public representations in an ethical manner. We practice honesty and objectivity in dealing with our stakeholders.
- **Diversity** – We embrace and promote diversity in our policies and practices to prepare our learners to live and work successfully in an increasingly diverse society. We strive to create a learning environment by welcoming teachers, learners and staff who bring diverse ideas, values and backgrounds and beliefs to the learning and work environment.

- **Leadership** – We seek to develop responsible leaders committed to a common goal.
- **Freedom of Inquiry and Expression** – We support the rights of our people to freely inquire and express their opinions and suggestions. We involve and encourage an open exchange of ideas and seek inputs from one and all who wish to participate in the learning process of teaching.
- **Communication** – We believe in open, honest, respectful and timely communication at all levels.
- **Accountability** – We are accountable to all the stakeholders and the general public for fulfilling our mission in an appropriate manner by openly assessing the operations.
- **Innovation** – We provide imaginative and effective solutions to our challenges and innovative ways to fulfil our mission.
- **Collaboration** – We seek and nurture partnerships with educational institutions in India & abroad, research establishments, industry and the communities, to have an effective learning environment.
- **Access to under privileged** – We aim to promote social mobility by creating opportunities for the underprivileged, to gain access to our educational system. Hence, we hold a strong commitment to the inalienable right to their pursuit of happiness.
- **Time Management** – We aim to train our people to manage time effectively so that the right time is allocated to the right activities and specific time slots to activities as per their importance.
- **Social and Cultural Sensitivity** – We value and respect diversity and hence, we are committed to function effectively in various cultures. Our aim is to make our workforce sensitive to cultural differences.

## 5. Our Logo



Our logo depicts the arrows in soaring heights, promising everlasting progress.

It also illustrates the interlinking of our key stakeholders namely Students, Parents, Faculty, Alumni, Industry and Society as a whole, working in synergy towards a common goal which is the “Everlasting Success of Each Chitkara Student and creating them as responsible citizens”. The colour Red denotes Energy & Passion to “Explore Our Potential”.

## 6. Adherence to Management's Philosophy

The Management expects members at all levels to maintain absolute integrity and devotion to duty, and to work with a high standard of initiative, efficiency and economy; and conduct themselves in an exemplary manner so as to enhance the image of the University for its growth into the most sought after organization to work for.

All the members of this organisation should ensure their integrity and devotion to duty irrespective of the post they hold or the rank they are in. As members of the organization of outstanding integrity, they should take care that their actions do not reflect adversely on the reputation of the organization and the highest ethical standards are followed, always. They are also expected to be law abiding and God fearing citizens of India.

## 7. Aims and Objectives of Laying Service Rules

It is important to communicate Management's philosophy, ideas, suggestions and goals to the employees as it brings clarity and thereby affects the employees' growth and the organization's performance as well. The objective of these rules is to lay down a uniform policy for all the employees of this University with a view to minimize the use of discretionary powers & to reduce procedural delays

and hold-ups. All the employees are expected to make themselves aware of these rules & regulations for most effective results.

## **8. Short Title, Application & Commencement**

These Rules shall be called as the “Service Rules for Teaching & Administrative Staff”. They shall be applicable to both the categories of staff of this University, i.e. teaching as well as non-teaching. However, they shall not apply to the following classes of employees:

- (a) Engaged on daily rates of wages (Regulated by Labour Laws)
- (b) Engaged through Contractor (Regulated by Labour Laws)
- (c) Engaged on contract basis (Regulated by Terms of Contract)
- (d) Engaged as Apprentices/Trainees (Regulated by Terms of Apprentice Contract)

These Rules shall come into effect from the date of their publication in the Official Gazette of the University and shall supersede all previous service rules in vogue in regard to the matters specifically mentioned herein.

## **9. Definitions**

Unless the context otherwise stated, following words shall have the same meaning in the whole of the text of these Rules as stated against each of them in the following definitions:

- (a) “University” means the Chitkara University, a State Private University established as per the Sections 2(f) and 22(1) of the UGC Act.
- (b) “Management” means the Board of Management/Governing Body of the University constituted as per the Act.
- (c) “Vice Chancellor” means the Vice Chancellor of Chitkara University.
- (d) “Registrar” means the Registrar or any other person duly authorized by the Vice Chancellor to discharge the duties and responsibilities of the Registrar.

- (e) “Staff” mean all employees belonging to faculty, administrative and technical category of the Chitkara University.
- (f) “Year” means calendar year / academic year / financial year as the case may be.
- (g) “Vacation” means any recess in an academic year which is a minimum of 15 days.
- (h) “Vacation staff” means staff who are permitted to avail vacation as declared in the service rules. All others are non-vacation staff.
- (i) “Teaching faculty” refers to all teaching staff.
- (j) “Administrative staff” refers to all staff members categorized as administrative staff.
- (k) “Technical staff” refers to all staff members categorized as technical staff.
- (l) “Duty” means a staff member performing the duties of the post for which he/she is appointed and other assignments.
- (m) “Leave” means leave of absence sanctioned by the competent authority of the University to a staff member to which he/she is eligible under the service rules.
- (n) “Pay” means basic pay and grade pay applicable to the post a staff holds.
- (o) “Competent authority” means any staff member declared / nominated by the Chitkara University as the case may be for specific purposes.

## **PART- 1: ENTRY**

### **10. Categorization of Staff**

All staff members of this University shall be grouped into two categories, viz.-

- Teaching Staff and
- Non-Teaching Staff

#### **Teaching Staff:**

Teachers of the University mean Pro Vice-Chancellors, Directors, Deans, Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University and are designated as teachers. A teacher of the University shall be a whole-time salaried employee of the University and shall devote his/her whole-time to the University, and does not include honorary, visiting, part-time and ad-hoc teachers.

#### **Non-Teaching Staff:**

Non-Teaching employees of the University mean the Administrative functionaries and such other persons as may be appointed for supporting the functioning of the University. They are designated as Group A, B, C and D employees. A non-Teaching employee of the University shall also be a whole-time salaried employee of the University and shall devote his/her whole-time to the University.

### **11. Classification of Employees**

**Regular Employee:** Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a regular post and later formally confirmed in writing after the successful completion of the probationary period.

**Probationer:** Means one who is on probation and has not become regular employee after completion of period of his probation.

**Temporary/ Contractual/ Ad hoc Employee:** Means one who is appointed against a temporary post or for performing a particular job or for a temporary period of time as specified in his terms of appointment or contract of employment. His services shall automatically cease after the expiry of the specified period or completion of the job.

**Casual Employee:** Means one who has been engaged on daily rate of wages to perform occasional nature of job on day-to-day basis.

**Part-Time Employee:** Means one who has been employed on any job/post on part-time basis.

**Employment on a Project:** Means one who has been employed for a project. If a position at any Institution is funded by a grant or a project, it is subject to the availability of funds. In the event that the grant or project funds are exhausted, or the grant or project is completed or cancelled, employment comes to an end.

## 12. **Mode of Creation of Posts**

On the basis of actual or increased workload in any Department, Head of that Department projects his demand for manpower before Department of Human Resource. This he does by filling a Manpower Requisition Form (MRF). HR then discusses the manpower requirement of that Department with the Registrar, who further initiates the process of creation of post as per the nature of workload and the directions of the Honourable Vice Chancellor.

After the approval is given by the Vice Chancellor for the creation of any post, the MRF is sent to the HR department to search and shortlist the meritorious candidates from the databank of eligible and qualified candidates against that post, within a stipulated time frame.

## 13. **Selection Process**

HR generates a pool of qualified, eligible, and meritorious candidates through various internal or external sources such as:

### **Internal Sources:**

- Chitkara University Website

- Employee Referral- Current employees suggest suitable contacts from their professional or personal networks.
- In-House Data Bank
- Internal Job Posting or Internal Mobility
- Walk-in Interviews

**External Sources:**

- Job Portals
- Social Media Networks
- External Job Consultants
- Newspaper Advertisements
- Campus Hiring.

Calls are made to all the candidates to screen the final pool of most qualified candidates. The department head is then informed about the final candidate pool and is asked to set up an interview panel and finalize an interview date. The interview can either be in-person or on online mode. The candidate is then informed about the interview schedule both on email and over the call. The candidate is given a list of documents required for the interview. If required, the candidate is informed about the specific topic for the demo lecture. On the interview day the candidate is asked to fill a Job Application Form and submit the photocopies of CV and all supporting documents.

#### **14. Selection Committee**

Selection to any post shall be made by a Selection Committee which shall consist of Vice Chancellor; Head of the Concerned Department, the Registrar, the HR Head and such other Specialists in the subject matter as may be nominated by the Registrar. The candidate shall undergo four rounds of interview:

- Face to Face interaction with the Dean/Head of the department.
- A demo lecture or presentation.
- A final round with the HR head.
- Final interaction with the Vice Chancellor.

After all the rounds, based on the final score and remarks of various interviewers, the candidate is informed about his/her selection either on the same day or within two working days. A rejected candidate may apply again after a period of three months.

## **15. Selection Criterion**

Candidates belonging to all categories are equally considered for recruitment without any distinction as to religion, race, cast, sex or place of birth and only meritorious candidates, who qualify the prescribed selection criteria are selected and appointed. Chitkara University Act, 2010 contains no provision of reservation in recruitment of faculty and staff to this University. Further, no UGC norms existing at the time provide for reservation in recruitment of faculty and staff to private Universities.

## **16. Canvassing Outside Influence to Secure Employment**

No candidate shall bring or attempt to bring any political or other outside influence on the appointing authority for securing appointment. If any such instance come to the notice where individual have approached any Authority or Staff for securing employment otherwise than on the basis of merit, such canvassing shall constitutes a violation of the conduct rules and shall permanently debar the candidate from the selection process. The candidates are, therefore, advised to refrain from such practice. They should not bring or attempt to bring any political or other outside influence to secure services in this University.

## **17. Use of Unfair Means to Secure Employment**

A candidate who is or has been declared to be guilty of impersonation or submitting fabricated documents or documents which have been tempered with or of making statements which are incorrect or false or suppressing material information or, of using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means whatsoever, may in addition to rendering himself liable to criminal prosecution be debarred either permanently or for a specified period from securing employment in this University.

## **18. Joining Time**

A selected candidate is given an Offer Letter stating the basic terms of employment and expected date of joining. On the day of joining, the candidate is given his final Letter of Appointment along with Joining Kit and all required joining formalities are done .

## **19. Joining Formalities**

Certain joining formalities are required to be completed by the employees before their appointment in the University. They are required to fill certain forms and submit copies of certain documents to HR Department for record purposes. Before joining they shall be required to sign and submit:

- i) Office of Information Technology Form (**Annexure- 1**)
- ii) Background Verification Form (**Annexure- 2**)
- iii) Joining Letter (**Annexure- 3**)
- iv) Job Application Form
- v) Curriculum Vitae / Resumes
- vi) Copies of all Educational Certificates
- viii) Copies of all Experience Certificates/ Relieving Letters, Bank Statement/Form 16 (if any)
- ix) Copy of PAN Card
- x) Copy of Passport Details/Aadhaar Card
- xi) Medical Fitness Certificate
- xii) Appointment letter/ Offer Letter
- xiii) Passport Size Photographs
- xiv) Bank Account Proof
- xv) EPF Form (if applicable)
- xvi) ESI Form (if applicable)
- xvii) Details of Nominee and Dependant

## **20. Terms and Conditions of Appointment**

Every employee of the University shall be appointed on a written contract of appointment between the employee and the University in the format prescribed by the Ordinances.

## **21. First Appointment**

On the first day of appointment, employee is to first report in the HR Department where certain formalities related to his Biometric Attendance Record shall be completed and then the employee will be routed to the Department where he is allotted. Hereafter, all the employees are expected to comply with the University working hours.

University fully complies with the UGC regulations in connection with the working days and holidays. Academic Calendar of the University is prepared at the beginning of every year and working/ non-working days are duly approved by Academic Council strictly to meet the minimum requirements of teaching days suggested by the UGC guidelines.

No employee is asked to stay beyond the normal working hours of the University. In exceptional circumstances, if any employee is asked to stay and work beyond normal working hours due to compelling work- related exigencies, special arrangements are made to drop that employee at his residence and compensatory off is granted in lieu within three days in the following week.

The employees shall be granted vacations as approved by the Vice- Chancellor from time to time. The minimum period of service to become eligible to avail vacation is one semester.

## **22. Orientation Programme**

Orientation Programme is conducted for those employees who have newly joined and have not attended the last Orientation Programme:

- Day 1
- Chitkara Exploration Program
- Guru Dakshta

It is compulsory for all the employees to attend this programme as per the UGC guidelines. Schedule and Venue of the Programme is conveyed well in advance by the HR Department to the employees. This programme helps in understanding the Organisational philosophy and work environment.

## **PART- 2: CAREER PROGRESSION**

### **23. Progress Monitoring and Record Keeping**

The Establishment Section maintains Personal File of each employee to record in service achievements along with all other records of that employee. So it is also important to notify HR Department/ Registrar Office of your scholastic achievements that may enhance your opportunities for advancement. In addition to this, University also maintains online records of all the employees through E-Service book. E- Service book contains details of employee in the fields as mentioned below:

- 1) Personal Details
- 2) Educational Details
- 3) Employment Details
- 4) Leave Records
- 5) Soft Copies of Documents

To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify the Establishment Section in writing of any changes in name, home address, marital status, telephone number, e-mail and person to notify in case of emergency.

### **24. Probation**

The minimum period of probation is one year extendable by a maximum period of one more year in case of unsatisfactory performance. On completing 11 months, a performance review form is shared with the School/ Department. Extension/ Confirmation/ Termination is decided based on the performance evaluation report shared by the School/Department Head during the 12th month of service. Employees are informed of probation extension/ employment confirmation or termination in writing.

## **25. Confirmation**

On successful completion of probation period, an employee is confirmed in service and entitled to all the privileges of confirmed employees and subject to all the rules and regulations applicable to the regular employees of this University.

## **26. Annual Performance Appraisal**

Chitkara University follows an appraisal cycle of January -December, every year. This covers two complete sessions of academic activities. Same cycle is followed for the non-teaching and supporting staff so that the complete activity is carried out for all the employees at the same time.

Annual Appraisal Process starts with self-review by an Employee followed by the performance review of that Employee by the L1 and School/ Department Head

Final grading is then given by Pro VC HR after discussing with School/ Department Heads and Management. The grading from all the Schools/ Departments is received in a similar format. This helps to avoid any confusion and maintain uniformity in the appraisal process. Final grading is then shared with the Establishment Section.

## **27. Annual Increments**

Establishment Section scrutinize the Personal Records of the employees as well the grading received from the Department Heads and discuss it with the Registrar for any amendments therein on the basis of Personal Records held with Establishment Section. Based on the outcomes of this discussion, increment amounts corresponding to grading allocated by School/ Department Head are authorized provided that there is not any serious observation in the personal records.

## **28. Final Authorization of Increments**

Revised budget after authorization of increment is prepared and compared with the existing salary budget of preceding month. Difference in budget is discussed with the Vice Chancellor/ Finance Committee and finally approved as it is or after amendments in cases the Vice Chancellor so desires before final implementation.

Thus, Annual Increments are given after getting sanction from the Financial Committee of the University. Annual Increments can also be withheld in any appraisal year/ years, if the financial conditions do not allow or conditions that are because of act of God.

## **29. Promotions**

Promotion is a matter of policy and not a legal obligation on the University. Chitkara University values creative endeavour, research and scholarship; teaching and learning; and engagement in many other forms. Promotion helps to ensure academic freedom and should promote creative, innovative pursuits. It brings with it both rights and responsibilities for faculty members as participants in furthering the missions of the University. Such policies are subject to change at the discretion of the Management.

### **Promotion Policy**

University has formulated a promotion Policy for laying the criteria and procedures for faculty promotions. Objective of the Policy is to lay down standards for promotion of its Faculty members (from Assistant to Associate Professor and further to Professor). The University follows the "General Criteria in Evaluation of Faculty Members" which is in synchronization with the UGC norms.

Faculty Promotion Policy is attached as [Annexure- 4](#) at the end of this Document, however; such policies are subject to change at the discretion of the Management.

## **30. Research Incentives**

University wishes to establish itself as one of the pioneer research universities, expanding realms of knowledge in select focus areas. For this, University has framed a comprehensive policy to motivate the teachers as well as the students to devote their time and energy for socially useful research projects. Various incentives are given to encourage and promote the culture of research amongst the staff and indirectly amongst students. Incentives have been divided into two categories i.e. cash incentives and bonus points.

Objective of offering these incentives is to encourage staff and students of this University to:

- Publish high quality and original research articles and thus have more citations per article.
- File and publish patents having good commercialization potential.
- Write and submit research proposal inviting extramural funding and establish state-of-art research facility.
- Provide consultancy services to industry and other organizations.

Detailed Policy guidelines on the research incentives are attached as Annexure-5 for reference of all those who are interested in research work.

## **PART- 3: EMPLOYEE WELFARE**

### **31. Salaries**

Salaries to the staff are credited in time, directly to their bank accounts. Salaries are paid monthly through direct bank transfer. Each member should provide complete details along with supporting documentary evidence to ensure that the TDS (tax deducted at source) can be calculated correctly.

Both, teaching and non-teaching staff are paid in accordance with the norms prescribed by UGC and Government of Punjab. Pay scales are revised from time to time in accordance with University Ordinances and as per guidelines of UGC and Government of Punjab. No any other kind of deductions is made from the salaries except statutory deductions, permitted by law.

The members appointed by the University shall be in the grades of Professor, Associate Professor, or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the case of re-employed teachers and others whose terms of appointment specify otherwise, be paid salaries on such pay-scales, or at such stage of such pay-scales and allowances, as the University may adopt or decide from time to time, after taking into consideration the UGC guidelines.

**32. Employees Provident Fund**

As per Employees Provident Fund and the Miscellaneous Provision Act, 1952 and rules.

**33. Employee State Insurance Facility**

As per the Employee State Insurance Act, 1948

**34. Gratuity**

As per the Gratuity Act, 1972

**35. Accidental Group Insurance**

University has covered all the staff members through accidental group insurance scheme since 2011. University every year pays more than Rupees Twelve Lakh as insurance premium to renew this Accidental Group Insurance Policy. So far many employees have been benefitted under this policy. All the employees are covered under GPA insurance right from the day of their joining. All employees are covered for:

- Permanent Partial Disablement
- Permanent Total Disablement
- Severance/ loss of major body parts
- Death

Expenses incurred by the employees for in-patient and out-patient are covered under this scheme means medical services and supplies which are recommended by the attending physician are reimbursed.

**36. Conveyance Facility**

University Transport Department runs buses on no profit, no loss basis. University provides free conveyance facility to its entire faculty and all other employees. Endeavour is to cover wide area and pick- up the employees from the points nearest to their residences.

The buses run from various points throughout the tri-city to reach the campus at around 08:45 a.m. and leave the campus at around 04:35p.m. For availing

conveyance facility the interested employees should visit the University Transport Office and enquire about the bus route/ bus stop to his/ her residence. If suitable route is found, the staff member should fill up the application form and apply for the bus pass. No staff member shall be allowed to avail the transportation service without the bus pass. Further, University buses will only stop at designated locations and employees are liable to obey road safety rules for availing this facility.

### **37. Working Days and Holidays**

University complies with the UGC regulations in regard to working days. Academic Calendar of the University is prepared at the beginning of every year and working/ non-working days are duly approved by Academic Council strictly to meet the minimum requirements of teaching days suggested by the UGC guidelines.

### **38. Working Hours**

No employee is asked to stay beyond the normal working hours of the University. University is fully equipped with Facial Biometric Attendance Record System and all the employees are expected to comply with the University working hours. In exceptional circumstances, an employee may be asked to stay and work beyond normal working hours due to compelling work-related exigencies.

### **39. Leave- General Rules**

University has provision of different kinds of leave in its Ordinances. Following Important Rules are laid down in regard to leave entitlements of the employees:

- (a) Leave is a privilege and is not a right. It is earned and does not automatically become admissible as soon as one joins the service. No leave shall be availed till it has been sanctioned formally or approval taken verbally from the sanctioning authority.
- (b) Leave year is the calendar year viz. 01st January to 31st December.

- (c) Leave cannot be availed in advance, except under special circumstances or in case of emergency. All the leaves thus availed shall be fully regularized through a written request.
- (d) On severance of the services, if an individual has availed Earned Leave/ Casual Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.
- (e) In the event of an individual resigning from the services of the University then, during the notice period, no leave of any kind shall be allowed.

#### **40. Leave Types**

There is provision for different types of leave according to Rules given hereunder. Leave that may be granted under any of the following heads:

- (a) Earned Leave (EL)
- (b) Casual Leave (CL)
- (c) Maternity Leave
- (d) Paternity Leave
- (e) Academic Leave
- (f) Study/Sabbatical Leave
- (g) Leave without Pay
- (h) Duty Leave

#### **41. Earned Leave Rules (EL)**

- (a) Earned leave means the leave earned by an employee for the services rendered during the calendar year.
- (b) Earned leave to a maximum of 8 days shall be credited to an employee's account after he/ she completes one year. It shall be calculated proportionately for the duration of the service rendered during the calendar year.
- (c) Earned leave can be availed only after the completion of one year of continuous service after probation.

- (d) The immediate superior/departmental head shall recommend EL.
- (e) The request for EL shall be made well in advance (generally 1 month); and requests made less than 7 days in advance may not be entertained.
- (f) Saturdays/ Sundays and other holidays falling within the leave period shall be counted towards leave.
- (g) No other kind of leave/ holiday can be combined except in case of emergency with the prior approval of Vice-Chancellor/ Registrar.
- (h) EL shall not be admissible during the teaching classes of the academic session except in case of emergency.
- (i) EL can be accrued up to a maximum of 60 days and can be encashed only at the time of retirement from the University. No leave encashment will be done if an employee resigns from the services or his/her service is terminated by the University.
- (j) An employee is not entitled to avail any EL during the notice period. In case, any employee avails any EL(s) during the notice period, the notice period will automatically increase by the number of EL's availed.

## **42. Casual Leave Rules (CL)**

- (a) Casual leave is catered to meet emergent/unforeseen requirements of an employee. However, an employee shall get it sanctioned in advance unless unavoidable. HODs/ Deans are the only authority to sanction leave over the telephone.
- (b) Casual leave cannot be availed in advance.
- (c) An employee is entitled to avail one Casual leave for every month of attendance in the University (Maximum Casual leave is 10 per year).
- (d) CL can be availed up to a number of CL earned or up to three days whichever is less.
- (e) Casual leave can be availed for even the half day or short leave (2 hrs.) Three short leaves will be counted as one casual leave.

- (f) Saturdays/ Sundays and other holidays falling within the leave period shall be counted towards leave.
- (g) No other kind of leave/ holiday can be combined except in case of emergency.
- (h) An employee is not entitled to avail any CL during the notice period. In case, any employee avails a CL(s) during the notice period, the notice period will automatically increase by the number of CL's availed.

#### **43. Maternity Leave Rules**

As per rules .

#### **44. Paternity Leave Rules**

On the discretion of the Vice Chancellor a Maximum of 7 (Seven) days paternity leave may be granted to all male employee. However, Employee must submit leave application along proofs i.e. birth certificate or letter of intent to adopt for approval on the Chalkpad. This leave will be maximum of up to first 2 (Two) Children.

This type of leave will be admissible only on completion of the probation period in the University. Such leave shall not be debited to the leave account of the employee.

Intimation to Head of the Department must reach at least 30 days prior to the date of paternity leave; in case employee fails to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.

#### **45. Academic Leave Rules**

Academic Leave is applicable to Teaching faculty only. A maximum of 10 days of academic leave can be granted in a calendar year. Academic leave (s)can be taken a maximum of 5 times in a calendar year Academic Leave(s) may be granted for the following specific academic activities:

- To present a research paper in a national conference/seminar or an international conference/seminar.
- To attend short-term training programs (STTPs)/ FDPs.
- To deliver an invited talk to students/employees of an Institute of repute\*
- To attend or conduct a skill enhancement, technology enhancement program being organised by any organization of repute.

\* Institute of repute shall be considered, the ones figuring in NIRF top 200 list or be a NAAC A ranked or above

The request for academic leave shall be accompanied by the documentary evidence for the same.

**Faculty members must obtain prior approval from the HOD/ Dean/Director as the case may be with leave requests to be submitted at least three days in advance.**

#### **46. Study/Sabbatical Leave Rules**

Provision of Study/ Sabbatical Leave has been introduced to encourage the employees of Chitkara University to enhance their professional knowledge and improve their teaching skills through participation in research or professional development programs.

##### **Eligibility**

Subject to the condition that total number of employees on Study Leave including applicant does not exceed 5% of the total strength of the employees in that School/ College (In case of fraction as %, rounded off to the next digit).

- (a) All full-time employees of Chitkara University are eligible to apply for the Study Leave provided that they have rendered minimum three years of continuous service in this University.
- (b) Any employee having extra ordinary performance consistently may be given the Study/ Sabbatical leave even if the stipulated 5% of his/her School/College are already on leave. This will be effective only on the approval of the Vice- Chancellor.

- (c) Further, Study/Sabbatical Leave can be availed only once during the entire period of service in this University. Any employee who has availed a Study/Sabbatical Leave will not be entitled for it again during his/her full tenure.
- (d) Study/ Sabbatical leave shall not be granted to those employees who are due to retire within three years of the date on which they are expected to return from the study leave.

### **Undertaking**

As the provision of Study Leave is meant for the benefit of both, i.e. the employees and the University as well; therefore, employees proceeding on Study/ Sabbatical Leave are expected only to enhance their educational qualifications and not to accept any employment either temporary or of permanent nature during the period of Study Leave; though they may receive the benefit of scholarships or fellowships during that period.

Further, only those employees will be eligible to apply for the Study/ Sabbatical.

Leave who wish to continue their services in this University for at least two years after completion of the Study Leave and they will have to furnish an undertaking to this effect before proceeding on Study Leave. Please see Annexure- 7 for the format of the undertaking.

### **Duration**

Generally, Study/ Sabbatical Leave shall not be sanctioned for more than two years. In exceptional circumstances, where the course is of longer duration, it may be sanctioned for one additional year (excluding paid training period, if any). In such condition, the approval has to be only from the Vice Chancellor. However, in no case it shall exceed three years.

### **Extension**

No extension in Study/Sabbatical Leave shall be permitted to those employees who have availed either of these leaves for three years at one stretch. Study Leave can't be merged with any other kind of leave.

## **Procedure to Apply**

Any employee who is eligible to apply and who wishes to proceed on Study/ Sabbatical Leave must plan well in advance and must apply at least six months in advance so that the School/ College/ University may get sufficient time to make alternative arrangements for the duties and responsibilities being performed by the applicant.

All applications for such leave shall be addressed to the Registrar who shall have the Authority to approve such applications on the recommendations of the Dean/ Head of the School/ College. Further, all such applications must be accompanied by necessary documents in support and undertaking.

## **On Reporting Back**

On return from Study Leave, an employee may be shifted to any other School/ College or he may be assigned any other task related to the academic or administrative activities of the University and the Management shall have the right to continue with the arrangements already made in the Department in the absence of employee on Study Leave, in the interest of University or its students.

## **On Failure to Report Back**

In case, any employee fails to report back after the expiry of his/her Study/ Sabbatical Leave and overstays the Leave beyond the sanctioned period or beyond the extended period, as the case may be-

- (a) He/she shall not be permitted to join back except on the recommendations of the Vice Chancellor. The Vice- Chancellor may regularize the overstayed Study Leave up to maximum period of one week on a written request being made by the defaulting employee to regularize the same on just and reasonable grounds.
- (b) Overstay of Study/ Sabbatical Leave beyond the period of one week shall be permitted only in exceptional circumstances and all such cases shall be regularized only after representation before and to the satisfaction of the VC.

(c) The VC shall be the extreme authority to take disciplinary action against the employee if it is satisfied that the employee has overstayed his Study/ sabbatical Leave without any satisfactory explanation.

#### **Failure to Serve Compulsory Period:**

In case, an employee resigns before completion of bond period of two years, in breach of the conditions of undertaking signed by him, his period of Study Leave shall automatically be treated as a break in Service for all purposes and such period shall be excluded for the purpose of calculating total service rendered by the employee in this University.

#### **47. Leave without Pay**

Leave without pay may be granted to a permanent or probationary full- or part-time employee for various reasons, including family and medical leave, extended educational purpose, unforeseen reasons or on compassionate grounds. Requests for these leaves without pay require approval by the dean and appropriate authority only after the verification of the reason of the leave.

#### **48. Outdoor Duty Leave**

Outdoor duty leave can be availed for performing duties other than the designated place of duty of the employee. Employees must obtain prior approval from the HOD/Dean/Director as the case may be with OD request preferably submitted at least two days in advance.

Outdoor leave may be granted for below mentioned reasons subject to the approval of respective HOD / Dean/Director.

- a) To conduct Ph. D Viva, Master Dissertation Viva in the institute of repute.
- b) To Attend an event if invited as Chief Guest, Guest of Honor, attend any council meeting (against invitation from an external organization) /Inspection visits/ meetings of professional bodies, to deliver expert talk, Guest Lecture etc.
- c) To attend short-term training programs (STTPs)/ FDPs/conference/skill enhancement with prior approval of HOD/Dean. (The OD leave option for this specific reason is acceptable for non-teaching staff only. However, Teaching faculty to apply academic leave for this category as mentioned above).

- d) Combined OD leave quota for the reasons mentioned under a, b & c will be limited to 10 in a calendar year.
- e) OD Leave may also be given for the below reasons as per the discretion & approval of HOD/Dean /Director.
- f) To sign Memorandum of understanding (MoU) by following all university norms & protocols.
- g) To accompany students for Placement drives, Industrial collaborations & professional engagements.
- h) To undertake official visits /Attending award ceremonies/Events/ Exhibition (for themselves or Student)
- i) Any other official work outside university campus recommended by HOD/Dean/Director. However, reasons of visit must be clearly mentioned in remarks while applying it on PeopleStrong.

#### **49. Scholarship to Employee Wards**

- This scheme is applicable for wards of the employees of “**Chitkara Educational Trust**”.is applicable upto 2 children of the employees.
- This scheme is applicable for the courses /programs being run at Chitkara University, Punjab Campus and Chitkara University, Himachal Pradesh Campus. This scheme is not applicable for the wards of employees seeking admissions in Chitkara International School (Chandigarh/Panchkula/Any other place). This scheme is applicable for new admissions & already enrolled wards in Chitkara University, Punjab/ Chitkara University, Himachal Pradesh.

#### **ELIGIBILITY CRITERIA & GUIDELINES:**

- Policy is applicable for the wards of employees of Chitkara Educational Trust.

- Employees availing the discounts/rebate on tuition fees before the policy became effective, will continue to get the benefits. Any discounts/rebate on tuition fees in future will be governed as per this policy. Employee should be in continuous employment with Chitkara Educational Trust for atleast one year before applying for the scholarship under this scheme. Employees on Long leave or leave beyond the prescribed entitlement/limit or Leave without pay, the said period will not be included in "**length of service**" with reference to this policy & **table 1** below.
- Scholarship is valid till the employee is in employment with Chitkara Educational Trust. Consequent upon the employment cessation, for any reason, the amount of scholarship for that academic year shall be paid back by the employee before the relieving. In case an employee is absconding, the scholarship benefit to the wards will be immediately stopped from upcoming semester. To continue the financial support in next coming semester student should have:  
At least 80% attendance, to continue this Scholarship.

#### PROCEESS:

- Employees must fill in the application form (**Annexure1**) in duplicate and submit the same in Office of Talent Management.
- Employees must apply for approval at least 30 days before the admission in the course/last date of fee submission (for enrolled wards).  
All the benefited employees under this policy will have to submit following 30days before depositing fee of the new session: Authenticated attendance (If applicable). In case of non submission of documents as per above **Clause 4** the benefit will be discontinued.

In case of any queries/assistance on policy, please contact Office of Talent Management.

## SCHOLARSHIP PERCENTAGES:

- Scholarship percentages are associated to tenure of service with the Chitkara Educational Trust is listed below:

**Table 1**

| Length of Service                     | Scholarship %age |
|---------------------------------------|------------------|
| More than 1 year upto 5 years         | 20%              |
| More than 5 year & less than 10 years | 40%              |
| 10 year & above                       | 60%              |

### 50. **Travel Allowance / Daily Allowance Rules**

These rules are laid down to assist each employee in knowing his/ her authorization and limit of expenditure while on official tour. Although all possible efforts have been made to lay down the rates of DA, which would make an employee comfortable while at the outstation, no employee is expected to use outstations duty as the source of income.

**Definition:** Any outstation journey on official authorization shall be deemed as 'on tour'. This excludes duty to satellite cities towns adjoining Head Quarters. Journey beyond municipal limits of the Head Quarters shall be considered as 'on tour' only if night stay is involved and the duty has been duly approved.

**Authorization:** All tour programmes and subsequent bills shall be recommended by the reporting officer and approved by the Dean/Director.

#### **Travel Advance:**

- Travel advance may be drawn before the commencement of the journey. It shall be calculated keeping the entitlement, length of tour, etc. in mind.
- Unutilized advance money shall be returned to the University within 3 days of return from tour.
- Actual tour expense bills shall be submitted positively within one week of completion of tour. A copy of tour report may be submitted to the Registrar/HR Department. In case the employee fails to do so, University

may recover the advance from the salary of the employee in the ensuing month. Any falsified information during tour programme/ submission of fake bills may invite strict disciplinary action against the defaulter.

**The following rates of Daily Allowance (lodging/ boarding) shall apply.**

| Cities/<br>Grades | A1<br>Rs. | A2-A3<br>Rs. | U1<br>Rs. | U2<br>Rs. | U3<br>Rs. | U4<br>Rs. | U5<br>Rs. |
|-------------------|-----------|--------------|-----------|-----------|-----------|-----------|-----------|
| A1 Class          | 350       | 450          | 550       | 650       | 750       | 1000      | Actuals   |
| A Class           | 300       | 350          | 450       | 550       | 650       | 800       | Actuals   |
| B Class           | 250       | 300          | 350       | 450       | 550       | 700       | Actuals   |

### Mode of Travel

| Modes of<br>Travel/<br>Grades             | A1                     | A2-A3                  | U1             | U2                   | U3                             | U4                             | U5                             |
|---|------------------------|------------------------|----------------|----------------------|--------------------------------|--------------------------------|--------------------------------|
| Train                                     | 2nd<br>Class SL        | 2nd<br>Class SL        | III AC         | III AC/<br>1st Class | 2nd AC                         | 2nd AC                         | 1st AC/<br>Air                 |
| Bus                                       | Non-<br>Delux<br>e Bus | Non-<br>Delux<br>e Bus | Deluxe         | AC /<br>Deluxe       | AC<br>Deluxe/<br>Luxury<br>Bus | AC<br>Deluxe/<br>Luxury<br>Bus | AC<br>Deluxe/<br>Luxury<br>Bus |
| Taxi                                      | NA                     | NA                     | Shared<br>Taxi | Shared<br>Taxi       | Shared<br>Taxi                 | AC<br>Taxi                     | AC<br>Taxi                     |
| Local<br>Conveyance<br>Bus/ Auto/<br>Taxi | Bus                    | Bus                    | Auto           | Auto                 | Taxi                           | Taxi                           | Taxi                           |

### Classification of Cities

|          |   |
|----------|---|
| A1 Class | New Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad |
| A Class  | All State Capitals other than those at A1 Class           |

|         |   |
|---------|---|
| B Class | All other cities not listed under the above two classifications |
|---------|---|

### ***Executive Class***

- A4:** VC, Pro-VC, Deans, Director, Registrar, Principal and Vice Principal
- A3:** Professor
- A2:** Associate Professors, Dy. Registrar, Dy. Dean.
- A1:** Assistant Professors, Assistant Registrar, Accounts Officer, Librarian.

### ***Non-Executive Class***

- B3:** Office Superintendent, System Administrator, Transport Officer, Deputy Librarian, Assistant Librarian, Assistant Accountant, Senior Technician
- B2:** Office Assistant, Data Operator, Assistant Technician, Lab Instructor.
- B1:** Caretaker, Cook, Driver, Peon, Gardener, Security Staff.
- (i) Travel by Air or first AC Rail shall be approved by the Competent Authority prior to the commencement of journey for a non- entitled person.

For stay in hotel, actual bills shall be produced even if the bill is less than the entitlement.

- (ii) Expenditure incurred over and above the authorization may be approved provided the sanctioning authority finds it justified.

In case of non-production of bills, only 50% of the entitlement can be claimed.

### **Reimbursement of Expenses**

The University will reimburse any reasonable expenses that are the direct result of the development and operation of the business and consistent with its policies, provided these are authorized by the management in advance.

### **Miscellaneous Expenses**

- (a) Reasonable business related Local/ STD calls, photocopy; stationery etc. on actual expenses can be claimed separately against bills. This facility shall be used very judiciously.

- (b) Expenses incurred towards entertainment of official guests can be claimed on submission of bills. Prior approval should be obtained for such expenses before incurring the same over phone or in person from the Director. Expenses on Hard Drinks shall not be reimbursed.
- (c) Extra baggage payment made, if any, for carrying official material shall be permissible as per actual.

### **Travel By Own Vehicle**

If an employee having own vehicle uses it for the purposes of the University with prior approval of the competent authority, he/ she may claim as per the local conveyance reimbursement i.e. per kilometre rates applicable.

### **Local Conveyance Reimbursement Policy**

The following category of individuals are eligible to claim the reimbursement under this policy:

- Employees (Regular/ Contractual) & External Guests / Stakeholders (Coming for Interviews / Viva), Visiting faculty.
- Travel for official purpose by employee or external stakeholder using his/her own vehicle. Employees being given monthly conveyance reimbursement shall not claim the reimbursement under this policy unless the travel is out of station beyond 60 kms one way from place of residence/posting.
- The Rate of Reimbursement shall be as below:

| <b>Mode of Transport</b> | <b>Reimbursement</b> |
|--------------------------|----------------------|
| Car (Petrol/Disel/CNG)   | ₹ 10/km              |
| Electric Car             | ₹ 6/km               |
| Two-Wheeler              | ₹ 6/km               |
| Electric Two-Wheeler     | ₹ 3/km               |

**\*Toll Charges: The employee can claim toll charges (If applicable) en route for official travel undertaken along with the travel reimbursement.**

## **51. Equality, Diversity & Inclusion Policy**

### **OBJECTIVE:**

- 1.1. The Diversity, Equality and Inclusion Policy is to set out the University's commitment to an inclusive and supportive environment for Students, Staff, Contractors, Consultants, Trainees, Retainers, Vendors, and Visitors that is free from discrimination, where all can participate, and everyone has the opportunity to explore their potential.
- 1.2. Equally, the Policy sets out the University's expectations, where each member of the University community has a responsibility to adhere and uphold the Policy.
- 1.3. To create a truly inclusive work environment, bringing self-awareness to leaders on diverse teams and foster a safe environment where everyone feels heard, respected, and valued.
- 1.4. The University is committed to provide equal opportunity to all and attract a diverse and effective workforce with a wide range of abilities, experiences and skills based on the University's core values which are strongly aligned with society, humanity, and social justice.

### **SCOPE:**

All employees, Students, Consultants, Trainees, Interns, Retainers, Vendors etc.

### **GUIDELINES OF THE POLICY:**

- 3.1 The University aims to foster the development of an inclusive culture throughout the institution and overcome barriers to equality by building capability across its faculty and staff.
- 3.2 The University shall listen to different communities with a learning mindset and help them build a world that is safer and more inclusive.
- 3.3 The University shall prioritize equality, diversity, inclusion and form the foundation of the University's Strategic Plan at all levels.
- 3.4 The University shall adopt flexible approaches to ensure that the voices of the stakeholders are considered appropriate.
- 3.5 The University shall ensure that everyone has fair opportunity to grow and develop their skills and knowledge to ensure a diverse talent pipeline at all levels.

- 3.6 The University shall provide a working environment where everyone is treated with dignity and respect and is free from any form of inappropriate behaviour. The employees shall be encouraged to give their best. 'Dignity at Work' underwrites creating and sustaining a productive working environment for all staff, where discrimination or harassment does not occur and is known to be unacceptable.
- 3.7 The University shall facilitate a conducive working pattern for all the employees and staff.

## **52. Creche Facility for Employees**

1. The Registration form and the Indemnity bond should be filled by the applicant.
2. The Age of the creche Childs should be 1 year to 3 years.
3. The Timing of the creche is 8:30 am. To 4:30 pm.
4. Special care should be taken to keep the children safe and secure at the centre.
5. Materials and the equipment should be stored safely after the centre is closed every day.
6. The Staff should have full information about the child's identity, residential address Personal details of the person who is picking up and dropping the child to the centre should be available with the worker and the child should be handed over to that person only. In case any other person picks up or drops the child, then his/her identity with the authorization from parents would be necessary.
7. Attendance of all children should be taken in the morning on the child's arrival as well as at the time when child is picked up.
8. It should be ensured that all electrical switches/plugs are out of children's reach.
9. No child should be left alone at any point in the crèche, even during breaks.
10. Any kind of verbal or physical abuse should be strictly prohibited.

11. The supervisor has to ensure that no persons, known or unknown be allowed inside the crèche at any point of time, during the functioning hours of the crèche. For example, plumbing or any other civil work should be done during weekend/holidays only.
12. In case a child is undergoing a treatment, parent's authorization would be required to administer the medicine
13. Provide first aid as per the recommended measures.
14. Check the expiry date of the medicines every month and dispose of the expired ones immediately.
15. All hygiene procedures for food preparation/storage/service to be strictly followed.
16. Use shoe rack for keeping children's shoes.
17. Preferably, slippers should not be worn in the crèche.
18. Diapers to be changed only on the crèche table and baby minder should be provided.
19. Always use gloves for potty cleaning.
20. The Fee of the creche should be pay as per the fee schedule in the end of the month.

### **53. HR Buddy Programme**

HR buddy Programme is a unique initiative of this University for the benefit of new employees. This Programme helps in their adaptation to the University environment. Under this initiative, Buddies are detailed by the HR Department to associates with a new employee during his/her first 3 months of employment.

Buddies are primarily responsible for offering advice and guidance regarding the day-to-day aspects of working at Chitkara University. They also offer encouragement and knowledge resources, as they help introduce the new employee to the Chitkara University culture. Highlights of this Programme are annexed as Annexure-8 at the end of this Document.

## **PART- 4: DISCIPLINE**

### **54. Professional Code of Conduct**

Based on the Vision, Mission & Values of the University the following guidelines are laid down for all employees of the University: -

#### **Do's:**

Every employee shall:

- (a) Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work conduct and behaviour of the Employee.
- (b) Maintain at all times absolute dignity integrity and devotion to duty and loyalty to Chitkara University and shall do nothing that would or is likely to tarnish the image or reputation of Chitkara University or adversely affect its interests.
- (c) Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time.
- (d) Refrain from carrying on activities that create or may potentially create a conflict between his personal interest and the interests of Chitkara University. The activities which create/may potentially create a conflict of interest include (but are not limited to) dealings with suppliers, customers or other entities connected howsoever with Chitkara University (under a contract or otherwise), including (but not limited to) the following:
  - According to preferential treatment to entities in which substantive interest is held by the Employee, his family members, his close relatives or by any entity in which substantive interest is held by of the foregoing persons.
  - Entering any contract (written or oral) on a non-arm's length basis by the Employee, his family members, his close relatives or by entity in which substantive interest is held by any of the foregoing persons.

### **Don'ts':**

No Employee Shall

- (a) Propagate/indulge in communal, unionism, terrorist seditious or sectarian activity.
- (b) Discriminate against person on the grounds of caste, creed, sex, language, religion etc.
- (c) Indulge in or encourage any form of malpractice.
- (d) Accept private tuition, job etc.
- (e) Use his position or influence directly or indirectly to secure employment for any person in any Institutions with which he has or had official dealings in connection with the business of Chitkara University.
- (f) Bring or attempt to bring any outside influence to bear upon the Management to further his personal interests in Chitkara University.
- (g) Misuse the amenities provided to him by Chitkara University to discharge his official duties.
- (h) Accept any gifts, presents, gratis, payments or other favors from students, suppliers, contractors, dealers or anyone who could directly or indirectly influence/ harm the interests or reputation of Chitkara University.
- (i) Under any circumstance divulge or make public any information imparted to or gained by him in the course of his duties as an Employee of Chitkara University or otherwise.
- (j) Engage directly or indirectly in any trade or business or avocation or calling or undertake any other employment, whether for consideration or not, without obtaining prior written consent of the Management.

### **Criticism of the University:**

No employee shall, in any television/ radio broad cast, internet, any form of social media or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance , make any statement of fact or opinion:

- i) which has the effect of an adverse criticism of any current or recent policy or action of the University; or
- ii) which is capable of embarrassing the relations between the University and the Central government or any State Government including any of their agencies or any other Institution or Organization or members of the public.

### **Properties of Chitkara University**

#### **a) Every Employee Shall**

- i) Take due care of the property, materials, instruments, equipment's; machines, furniture, cash, etc. of Chitkara University entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an Employee shall be liable for disciplinary action as may be deemed fit by the Management and the Management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the Employee.
- ii) Promptly report any occurrence or defect noticed which might endanger lives or persons in Chitkara University and might result in any damage to the property of Chitkara University or that of any others.
- iii) Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Management.
- iv) (Indemnify Chitkara University for any loss caused due to negligence.

#### **b) Unauthorized Possession of Goods:**

An Employee found in unauthorized possession of any goods, equipment's, articles materials, etc. which are in use in Chitkara University or kept in stock in Chitkara University and are not normally

carried by the person, will be deemed to have got into possession of such goods by improper means. The Management may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit by the management.

**c) Unauthorized persons in the premises:**

An Employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave Chitkara University premises forthwith unless required to stay back by the Management. Such Employees shall not enter Chitkara University premises without permission.

**d) Possession /Consumption of Intoxicating Drinks and Narcotics:**

Employee shall not possess or be under the influence of intoxicating drinks/drugs while on duty.

**Participation in Politics and Elections:**

- a) No employee Shall- Without prior intimation in writing, by the Management, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he/she take part in or subscribe in aid of or assist in any other manner any political movement or activity. Without prior written permission from the Management contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise.
- b) Demonstration and strikes- No employee shall organize or participate in any demonstration in the premises of Chitkara University, which is prejudicial to the interests of Chitkara University or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
- c) Communication with media- No Employee shall, except with the prior permission of Chitkara University or in the Bonafide discharge of his

duties, participate in Social media/ Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Chitkara University or detrimental to the image/interests of Chitkara University.

- d) Criticism of Management- No employee shall criticize the Management either in the press or over the radio or on any public or private platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an Employee in his official capacity or in the due performance of the duties assigned to him.
- e) Unauthorized Communication of Information- No Employee shall, except in accordance with any general or special order of Chitkara University, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any Employee or any other person.
- f) Unauthorized Publication of Official Documents- No Employee, while in service of Chitkara University or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from Chitkara University.

## **55. Code of Conduct for the Teachers**

### **A Teacher should:**

- (a) Adhere to a responsible pattern of high moral conduct & demean or expected of them by the society.
- (b) Manage their private affairs in a manner consistent with the dignity of the profession.
- (c) Perform their duties in the form of teaching, tutorial, practical and seminar work contentiously and with dedication.

- (d) Carry out functions and responsibilities and duties assigned by the University e.g. admissions, examinations etc. in a fair and just manner displaying commitment to the task, honesty & integrity of highest order.
- (e) Contribute to enhancement of knowledge and thus provide quality service to society and the nation.

**Teacher & Student:**

- (a) Respect the right and dignity of the student in expressing his/her opinion.
- (b) Be just and impartial with students, regardless of their religion, caste, political, economic, social and physical characteristics.
- (c) Recognize the difference in their aptitude and capabilities and strive to meet individual needs.
- (d) Encourage students to improve their grades & attainments. Develop their personalities so that they become productive part of society.
- (e) Inculcate among students scientific and analytical outlook and respect for dignity of labour, ideals of democracy, patriotism and peaceful coexistence.
- (f) Be affectionate towards students and not be vindictive towards them.
- (g) Guide and mentor students and be there for them beyond class hours, if required.
- (h) Educate students to value & understand National heritage, values and interests.
- (i) Refrain from inciting students against other students, colleagues or administration.

**Teachers & Colleagues:**

- (a) Treat other members of faculty in the same manner as they would like to be treated.
- (b) Speak and behave respectfully with other teachers.

- (c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- (d) Refrain from allowing considerations of caste, creed, religion, race, sex in their professional endeavour.

**Teachers & Authorities:**

- (a) Discharge their professional responsibilities according to existing rules, regulations and SOPs
- (b) Accept new responsibilities assigned and cooperate in formulation & implementation of policies.
- (c) Adhere to the conditions of contract.
- (d) Work for the betterment of the University.

**Teaching & Non-Teaching Staff:**

- (a) Teachers should treat the non-teaching staff as colleagues and as equal partners in a cooperative undertaking.
- (b) Teachers should help in the function of joint staff councils covering both teaching and the non-teaching staff.

**Teachers & Guardians:**

Teachers should maintain contact with the guardians of the students; Send to them the reports of the performance of the students. Regularly interact and if possible, meet up with them for the mutual exchange of ideas for the benefit of the students and their institution.

**Teachers & Society:**

- (a) Teachers should recognize that education is a public service. They should keep the public informed of the educational programmes which are being provided by their Institute.
- (b) Work to improve the education standards of the community and strengthen the community's moral & intellectual standards.

- (c) Be aware of social problems and take part to eradicate these problems of the society.
- (d) Shoulder all responsibilities towards society as a good citizen.
- (e) Refrain from taking part in divisive activities that spread animosity and hatred among people. Work towards national integration.

**Individual Teacher Specific:**

- (a) Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the University Management from time to time.
- (b) Every Teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
- (c) Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- (d) No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
- (e) No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- (f) No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- (g) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of University Management policy or of the Government for any reason whatsoever.
- (h) No teacher shall act in any manner that violated the norms of decency or morality in his/her conduct or behaviour inside and outside the University Campus.
- (i) No teacher shall incite, provoke or instigate any student or any other member of the staff into any form of action against the University

Management, or that seeks to disrupt the academic activities of the University.

- (j) No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- (k) Every teacher in the service of the University shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- (l) The University Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the University Management will be final and binding and will not be subject to any appeal to any individual or forum.

### **Work Load**

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the University/College, out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure should be provided by the University/College. The minimum direct teaching-learning process hours should be as follows:

***Assistant Professor*** : ***18-20 hours***

***Associate Professor and Professor*** : ***14 hours***

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

## **Late Arrival**

- (a) Late arrival up to 10 minutes shall not attract any penalty provided it does not affect the class schedule and it is not a regular feature.
- (b) Late arrival beyond 10 minutes and upto 30 minutes on three occasions shall entail loss of half day Casual Leave.
- (c) In all other cases of late arrival, half day casual leave shall be deducted. In case of casual leave account having exhausted, half day pay shall be deducted.
- (d) All the late arrivals entailing half day loss of casual leave shall be regularized by the employee by getting the leave approved. Non-regularization shall however, lead to recordable offence like break in service.
- (e) Habitual late coming shall attract disciplinary action.
- (f) Employees can also keep a track of their individual attendance through Chalkpad from time to time.

## **56. Code of Conduct for Non-Teaching Staff**

- (a) Every staff employed in the University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- (b) It shall be mandatory on the staff employed in the University to do any work in connection with an examination conducted by the University.
- (c) No Staff employed in a University shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the University authorities shall be produced within a week.
- (d) No Staff employed in a University shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the University authorities in writing shall be abstained.

- (e) No staff employed in the University shall send any application for employment under any other agency without proper information to their superior. The superior shall not withhold any such application. It shall, however, be open to the university authorities to prescribe reasonable conditions for relieving him/her as per university service norms.
- (f) When a staff employed in a University seeks to accept honorary work without detriment to his/her duties prior permission of the superior authority in writing shall be obtained.
- (g) Any staff employed in a University when involved in criminal proceedings shall inform the superior authority of each proceeding.
- (h) No staff employed in a University shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- (i) No staff employed in a University shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/ her individual service interests.
- (j) No staff employed in a University shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or abetment to an offence.
- (k) No staff employed in a University shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.
- (l) Discharge their professional responsibilities according to existing rules, regulations and SOPs of the University.
- (m) Treat own colleagues, faculty and students with respect.
- (n) Adhere to terms of contract.

- (o) Work for the betterment of the University.
- (p) Refrain from allowing considerations of caste, creed, religion, race, sex in their professional endeavour.

### **Use of University Resources**

The University resources include, but not limited to, the use of telephone systems, data communication and networking services, University domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipments, time and effort of staff, students and others.

These resources must be used only for the purposes of the University.

They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

### **Dress Code**

The students have a dress code. However, no specific dress code has been laid down for the faculty members. Not-with-standing, all the faculty members are expected to come to the University properly dressed. T-shirts & Jazzy clothes are NOT expected to be used by the faculty members on working days.

### **Notices/Circulars**

All the departments shall maintain a file of NOTICES/ CIRULARS in the respective departmental office. It shall be the responsibility of all the employees to make themselves conversant with all the instructions issued from time to time. All notices displayed on Chalkpad (ERP system) shall be treated as read and accepted. All circulars issued by the offices of the Dean/HOD/Director/ Registrar are expected to have been read, accepted and submitted on Chalkpad.

### **Academic Calendar**

The academic calendar is formulated at the beginning of each year. It lays down in detail the teaching days, the holidays, the examination schedule and other events that are likely to take place. It shall be the responsibility of each faculty member to acquaint himself/herself with the calendar and abide by the same.

## **Teaching Days**

The rules and conditions governing number of teaching days (minimum 90 days in a semester) shall be as prescribed by the UGC from time to time.

## **Working Hours**

All the employees are required to comply with the University working hours. In addition, any employee may on occasions be required to work additional hours due to compelling work-related exigencies. Working hours may change from time to time depending on the nature of work. Working timings of the University shall not be a constraint for non- completion of an assigned responsibility. All assigned responsibilities must, however, be completed within the stipulated time. The faculty and staff members shall NOT claim compensation for such additional hours of work put up by them.

## **57. Safe and Harassment Free Campus**

A harassment free University is a right of all employees and Chitkara University respects this right and adheres to the guidelines mentioned in the Ordinance.

- (a) All employees shall ensure a healthy and safe work environment that is free from harassment of any kind or form.
- (b) All employees are prohibited from indulging in harassment of any kind or form -whether physical, verbal, psychological, or sexual in nature. This includes all types of unwelcome, offensive, demeaning and intimidating behaviours against University employees or any other internal and external stakeholders, whether explicit or implicit.
- (c) In case of sexual harassment, a committee has been formed. The detail of the committee is also attached. This Committee will hold a meeting with the Complainant within five working days of the receipt of the complaint, but no later than seven working days in any case.
- (d) The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint.

- (e) If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- (f) All proceedings of the Grievance Committee shall be recorded in writing and will have to be signed by the Chairperson, Complainant and the Accused. All the proceedings of such cases are elaborated in the first Ordinances of Chitkara University.
- (g) Verbal and/or physical threats against University, students/employees or clients/ employees will not be tolerated.
- (h) If any employee is found to have resorted to harassment towards any student, employee or any other internal and external stakeholder, strict disciplinary action shall be taken in such case.
- (i) Additionally, if an employee is harassed by another employee, visitor, vendor, or any other associate while at work, disciplinary action shall be taken as per the guidelines of “Code of Conduct” policy.

## **58. Internal Complaints Committee (ICC)**

In pursuance of UGC (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 to be read with sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, Internal Complaints Committee (ICC) is constituted as under to deal with complaints relating to sexual harassment at workplace.

## **59. Disciplinary Action for Violation of Code of Conduct**

### **Disciplinary Actions**

Disciplinary action will be administered on a uniform basis. Each offense must be judged on its own seriousness, with consideration given to the employee's past record, as well as the job description of the individual involved.

Supervisors will notify the respective Director prior to taking any disciplinary action. In instances where offenses are of such seriousness as to endanger the safety of persons or property or to cause intolerable disruptions to essential work, the Registrar / Vice Chancellor have the authority to suspend or dismiss an employee immediately. If the employee is suspended, it will be done without pay.

### **What Constitutes Misconduct?**

Lapses in the code of conduct of any employee or deviations from the instructions given in the above Statutes, Ordinances, Regulations, Rules, Directions and Office Orders of the University shall constitute misconduct on the part of that employee. Any misconduct on the part of any employees of this University shall be viewed very seriously and shall be dealt according to the nature and circumstances of each case and the gravity of such misconduct.

### **Disciplinary Authorities**

Following Authorities are hereby designated as “Disciplinary Authorities” of the University under this Policy:

- (i) The Vice Chancellor / Pro Vice Chancellor
- (ii) The Registrar
- (iii) The Dean/Director/Head of the Concerned Schools / Departments

All the above Disciplinary Authorities are empowered under this Policy to take disciplinary action and pass appropriate disciplinary orders within their powers and capacity against the proved misconduct of an employee.

### **Disciplinary Powers**

All powers relating to discipline and disciplinary action in relation to the employees shall vest in the Vice-Chancellor.

### **Delegation of Disciplinary Powers**

The Vice-Chancellor, under this Policy, has delegated all powers to the Registrar. Registrar shall be hereby empowered to pass any disciplinary order including the order terminating a temporary/contractual/regular employee or any other order

which may have the effect of financial nature on the employee's career. He shall exercise such powers in consent of the Vice-Chancellor.

The Pro-Vice Chancellor / Deans / Directors / HODs shall be empowered to initiate / suggest a disciplinary action on the employee. The Pro-Vice Chancellor/ Deans / Directors / HODs can issue show cause notice seeking clarification for violation of code of conduct. However, any further action has to be finalized in consultation with the Registrar. The final order shall be issued by the Registrar in consent of the Vice-Chancellor. No Authority, Officer or Employee of this University other than the Designated Disciplinary Authorities, as specified above shall be empowered to pass any written disciplinary order awarding punishment or imposing penalty on any employee for any reason, whatsoever.

### **Disciplinary Actions in case of the Verbal or Physical fight between the Support Staff-**

In all such cases following actions to be taken-

1. Supervisors will notify the respective Director/Department Head and the staff involved shall be called for a meeting and asked for an explanation.
2. A verbal warning shall be issued to the staff in case of a verbal fight and a written warning shall be issued in case of physical fight, subject to the condition that it was the first case.
3. In case of a repetitive involvement or serious damage to the other person involved or the university property, following actions shall be taken against the staff in question-
  - Reassignment to other department.
  - Reduction in Pay
  - Suspension/Termination of the Employment

### **Details of disciplinary actions is mentioned below-**

#### **Verbal Reprimand**

The supervisor is responsible for maintaining the proper conduct and discipline of employees under his/her supervision. When some action is necessary, the

supervisor may give the employee a verbal reprimand. The supervisor will talk privately with the employee and do the following:

- (a) Review with the employee exactly what is expected of him/her and why.
- (b) Explain to the employee how he/she has not met the requirements and why his/her conduct has been unacceptable.
- (c) Allow the employee to give the reasons for his/her actions or failure.
- (d) Make a memorandum of this interview and verbal reprimand. Send a copy to the Office of Human Resources.

### **Written Reprimand**

- (a) The supervisor will review again the points covered in the verbal warning that must be corrected and serve a strong warning that a change must be made within the given period of time.
- (b) Tell the employee he/she will receive a letter covering the significant points of the discussion.
- (c) Review with the Department Head the contents of the letter prior to the delivery of the letter to the employee by the supervisor.
- (d) Send a copy to the Office of Human Resources.

### **Reassignment**

- (a) Reassignment is the intra-departmental movement of an employee from one position to another position having the same pay grade.
- (b) The Registrar / Vice Chancellor is authorized to effect reassignments within his / her own areas of responsibility. In order to effect this type of action, there must be a vacant position available.
- (c) If a reassignment is recommended by the Registrar / Vice Chancellor from one area within his / her responsibility to another responsibility, both parties must agree to this reassignment.
- (d) If the decision to reassign an employee is approved, the Registrar / Vice Chancellor, Department Head and Supervisor will review with

the employee the details of the case prior to delivery of the letter of reassignment.

- (e) A copy of the letter will be sent to the Office of Director of Human Resources.

### **Demotion**

- (a) Employees may be demoted to a position classified at a lower grade, when termination is not in the best interest of the University. (This demotion may be with or without a pay reduction.)
- (b) The Department head has delegated his authority to demote to the employee. This decision will be made after having received a written summary of the case which will be prepared by the supervisor and reviewed with the Registrar/Vice Chancellor.
- (c) After the decision to demote is made, the Registrar/Vice Chancellor, Department Head and Supervisor will review with the employee the details of the case prior to the delivery of the letter of demotion.
- (d) A copy of the letter will be sent to the Office of Human Resources.

### **Reduction in Pay**

- (a) The Registrar/Vice Presidents are authorized to effect reductions in pay. A written summary of the case will be prepared by the supervisor, reviewed by the Department Head and submitted to the Registrar/Vice Chancellor prior to his/her taking any action.
- (b) Upon reaching a decision to reduce the pay of the employee, the Registrar/Vice Chancellor, Department Head and Supervisor will review with the employee the details of the case prior to delivery of the letter of pay reduction.
- (c) A copy of the letter will be sent to the Office of Human Resources.

### **Suspension**

- (a) Employees may be suspended from work in proportion to the seriousness of the offense.

- (b) All Suspensions are without pay.
- (c) The Registrar/Vice Chancellor are authorized to suspend the employee. A written summary of the case will be prepared by the supervisor, reviewed by the Department Head and submitted to the Registrar/ Vice Chancellor prior to his/her taking any action.

Upon reaching a decision to suspend the employee, the Registrar/ Vice Chancellor, Department Head and Supervisor will review with the employee the details of the case prior to delivery of the letter of suspension.
- (d) A copy of the letter will be sent to the Office of Human Resources.

### **Dismissal**

- (a) Dismissal is the most serious disciplinary action and should be taken only after a careful review of the case.
- (b) A written summary of the case will be prepared by the Supervisor, reviewed with the Department Head and the Registrar/Vice Chancellor.
- (c) After the decision to dismiss is reached, the Registrar/Vice Chancellor, Department Head and the Supervisor will give the employee written notice of the decision to dismiss him/her which includes notification of the right to appeal if he/she is a permanent employee.
- (d) The written Termination Notice will be signed by the Registrar/Vice Chancellor. A copy is forwarded to the Office of Human Resources.

### **Immediate Suspension or Dismissal**

- (a) Occasions may arise where personal offenses are of such seriousness as to endanger the safety of persons or property or to cause intolerable disruptions to essential work. In such instances, an employee will be suspended or dismissed immediately. When such abrupt disciplinary action is deemed to be necessary, the following steps will be taken by the supervisor or the responsible official involved.

- (b) He/She will tell the employee to leave the State property at once and either report back to the supervisor the following day or remain away until further notice. In extreme emergencies, he/she may call upon law enforcement officials to carry out the removal of the offending employee.
- (c) If an immediate dismissal is made, all facts leading to the dismissal must be clearly understood by the supervisor, Department Head and the Registrar/Vice Chancellor.
- (d) A written summary will be prepared giving the circumstances and facts which led to the dismissal and a copy filed in the employee's personnel folder with the Office of Human Resources.
- (e) After consultation with the Registrar/Vice Chancellor, official written confirmation of the discharge, suspension or other action taken will be given to the employee including the reason for dismissal.

### **Conclusion of the Disciplinary Proceedings**

On conclusion of disciplinary proceedings, action proposed to be taken against the employee and particulars of the grounds on which such action is proposed to be taken shall be communicated to the concerned employee along with the copies of the supporting documents on which the Disciplinary Authorities rely and reasonable opportunity shall be provided to him of being heard before taking any disciplinary action.

## **PART- 5: EMPLOYEE EXIT**

### **60. Retirement**

Every employee confirmed in the service of the University, shall subject to the physical and mental fitness and satisfactory performance, shall continue in such service until the age as prescribed by the University Rules. The age of superannuation for various categories of employees at Chitkara University, Punjab is as below:

| S. No. | Designation                          | Age of Retirement |
|--------|--------------------------------------|-------------------|
| 1      | Vice Chancellor                      | 70 years          |
| 2      | Registrar / Pro Vice-Chancellor      | 65 years          |
| 3      | Controller of Examination            | 65 years          |
| 4      | Chief Finance Officer                | 65 years          |
| 5      | Teaching Staff including Deans       | 65 years          |
| 6      | Administrative Staff and other Staff | 58 years          |

In case the date of superannuation of an employee falls at any time during the academic session, the Board of Management may on the recommendation of the Vice-Chancellor, re-employ the employee for any period up to the end of the academic session, with a view not to disturb the teaching work of the School. In special cases, a teacher on his/her attaining the age of superannuation may be re-employed on a contract as approved by the Board of Management.

### **61. Resignation**

At any time an employee may leave this service after giving one month's notice or by payment of salary in lieu of the unexpired notice period. However, in case of teaching staff, resignation may not be accepted in between the academic session. The management keeping the students' interests in view, may not permit a faculty-member to leave the University/ Institute during the ongoing semester if teaching commitments on his/ her part are pending. No leave, even when due, will be availed during the one month's notice period of resignation from the University's service.

## **62. Termination**

University, in the like way, may dispense with a member's services after giving one month's notice or by payment of one month's salary in lieu thereof. However, no notice or salary in lieu of notice shall be necessary if the services are dispensed with by the competent authority for misconduct, or due to loss of confidence in the employee.

## **63. Abandonment & Automatic Termination**

If an employee absents himself from duty without leave or prior permission for a continuous period exceeding thirty consecutive working days, the competent authority will draw an irresistible presumption that by remaining so absent continuously and in an unauthorized way, he/she has thus abandoned the job. Such abandonment of service shall be treated as resignation from the service and not as termination by the University.

In case of such employee returns within forty five days and gives proper explanation for his absence without leave to the satisfaction of the university authorities, the lapse may be condoned and he/she may be regularized with continuity of service or he may be re-employed in his post with/ without continuity of service, entirely at the discretion of the competent authority; and the member shall have no right to any claim, or challenge the discretion of the competent authority in this regard.

## **64. Relieving Formalities**

### **Handing Over of Charge:**

Employee will hand over the charge of the duties and responsibilities of his post to his successor or to the Head of Department in the absence of the successor. All other inventory items of the service in possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, documents, manual, audio/video tapes, floppies/ discs, tools, instruments, etc. to be handed over to the concerned persons.

### **No Dues Certificate:**

At the time of leaving services, the employee shall be issued a “No Dues Certificate”, on which he shall have to take clearance from all the concerned Departments. Accounts Department will release last payment and will settle all other outstanding dues finally only after submission of the “No Dues Certificate”. The value of all shortages and/or damages to any property shall be recoverable from the employee after adjustment against whatever dues are payable to him. Failure on the part of the employee to hand over his charge and take no dues certificate shall entitle the competent authority to withhold the employee’s dues and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in a court of law.

### **Exit Interview Questionnaire:**

The outgoing employees are also required to fill an Exit Interview Questionnaire as well. The aim of the exit questionnaire is to assess the opinions of staff leaving employment service and to gain an insight into how Chitkara University is perceived as an employer.

## **65. Non-Compliance of Rules/Regulations**

Non-compliance of rules/regulations on account of ignorance of the orders is inexcusable. All the Teaching & Non-Teaching members shall acquaint themselves with these Service Rules.

These Service rules will be effective from **01<sup>st</sup> July 2014** and supersede all rules issued earlier in this regard.

Release date: **18<sup>th</sup> June 2014**.

### **Approved by-**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

**Disclaimer :** *In case of any aspect not covered or defined in the above Service Rules, please refer to the respective Ordinances, Acts and Statutes*

## **Annexure-1**

### **Office of Information Technology**

### **CHITKARA UNIVERSITY, PUNJAB**

### **ACCEPTABLE USER AGREEMENT: CHITKARA UNIVERSITY STAFF E-SAFETY RULES**

#### **USE OF UNIVERSITY IT RESOURCES**

- I am going to use ICT resources in the University, including internet, e-mail service, digital video, mobile technologies etc. for Educational, Academic and Research purpose only.
- I am not going to download / install any illegal / illegitimate program on any University-owned device.
- I am not going to bring / install / configure any software / hardware, which can affect/interrupt the University's IT Services and can cause service disruption.
- I will follow strictly the ICT Security Policy of the University and will not share my password (of any account) with others and change it on a regular basis (Recommended every 45 Days).
- I would not bypass or try to compromise any of the university's IT Security Services.
- I'll sign up for my account and log out my computer before I leave the computer lab.
- I shall not deliberately harm any ICT equipment (computer / network) and shall report any such incident of harm to the person or information technology office responsible.
- I would not bring any foodstuffs or beverages to the computer labs.

#### **USE OF INTERNET**

- I'll change my password immediately if I think someone else knows it, or if my account is compromised.

- I won't play / download / share University games on the university internet.
- I will use e-mail address only for academic correspondence supported by the University.
- If I use the internet, I will be responsible for my actions. That includes the tools that I have access to and the language I use.
- I do not conspicuously search, download, and upload from / to P2P sites such as (torrents, bit torrent etc.) or forward content that might be considered offensive or illegal. Should I come across any such content inadvertently, I will send it to the appropriate authority immediately.
- I shall insure that my online activities, within or outside the University, do not cause any embarrassment or disrespect to the University, its employees, its students or any other associated individual.
- I will also honour the privacy and propriety of the online publications of others.
- I shall not try to circumvent the University's Internet Security Controls.
- I will not attempt to bypass the Internet Security Measures implemented in the University.
- I agree that my Internet use habits, and other similar technology are tracked and logged and can be shared with the University or Public Administration / Govt. Investigative Agencies (if required).
- I will not bring any illicit content (including pirated music, videos, software or any kind of offensive material) to the University and will not try to upload or distribute it further.
- I would not give a friend request / invitation for personal contact to any University staff member on any Social Network.

## **E SAFETY**

- I shall ensure that all my online interactions with students, staff or any other staff are highly accountable, relevant, uncontroversial and sensitive. This will apply both inside and outside the University and covers all electronic media such as social networking, email, audio / video broadcasting, etc.

- When I feel bullied / intimidated online or in some way, I know that reporting the incident to the Higher Authorities is vital and not suffering in silence.
- I will not conduct any online meeting, Audio/video chat with any stranger unless this is part of my academic project.
- I must inform & seek permission from the Office of Information Technology before I accept, store or share any digital content of students or staff. I will make sure digital content is never inappropriate / offensive. I would do so from all devices (including USB, Personal Computer etc) if requested to remove any digital records.
- I recognize that those rules are meant to keep me safe and that, if they are not followed, the Code of Conduct would apply exclusively to me.
- If I discover any inappropriate content online, I will switch off the screen and immediately report the incident to member of the IT Team.
- I recognize that the University has the right to control my use of the University network to ensure that this Agreement on Appropriate Usage is complied with.

### **BRINGING MY OWN DEVICE TO USE IN THE UNIVERSITY**

#### **(LAPTOP, TABLET, KINDLE, MOBILE PHONE ETC.)**

Chitkara University's staff & students are permitted to get into the University network using their own devices to study or research in classrooms, and in courses with the consent of the authorities.

- I recognize that I will only use my own computer for educational purposes.
- I can access the Network in the designated “Wired / Wi-Fi” areas in the University that are permissible.
- I can only capture pictures and images, or record audio with the permission of the participants. I can only publish videos and photographs in any format with the written permission of all participants. I will be liable in the event of a malware or internet infringement.

- I know plagiarism is an offense. I won't apply any work that isn't my own in substance.
- I am entirely responsible for the security and protection of my device and understand that the University is under no obligation to investigate or compensate for any loss or damage to devices while being used in the University.
- I will not hide my device from any member or staff throughout the session.
- While accessing multimedia resources on my device with due permission, I must use headphones and it must be inaudible to those around me.
- I am not going to use my laptop to read text messages, personal emails, social media or other correspondence and keep my computer private.
- I understand that if I fail to comply with the above terms my computer will be confiscated and kept by the University Authorities.

**DECLARATION: I have read/understood the above terms & conditions and agree to abide by them.**

**Full Name** : \_\_\_\_\_

**School/Branch** : \_\_\_\_\_

**Employee ID** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

## **Annexure-2**

### **BACKGROUND CHECK VERIFICATION DECLARATION**

Chitkara University holds the right to conduct background check on your professional, educational and residential background through independent sources (if deemed necessary). In case background check is negative or un-satisfactory, Chitkara University holds the right to hold your candidature till further notice or withdraw your Appointment Letter or terminate your employment with immediate effect.

#### **Declaration:**

I hereby declare that all the information provided by me in the Candidate Application Form is true to the best of my knowledge. Misrepresentation by me in the aforesaid forms will lead to disqualification of my candidature or termination of employment without notice.

**I have read and clearly understood the above entitlements.**

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Undertaking Accepted By:

HR Officer Name: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Annexure-3**

### **JOINING LETTER**

To

The Registrar  
Chitkara University,  
Chandigarh – Patiala National Highway (NH-7),  
Rajpura, Punjab.

**Subject:** Regarding Joining as \_\_\_\_\_ at Chitkara University, Punjab.

Dear Sir,

With reference to above cited subject, and your subsequent Appointment Letter Number-  
\_\_\_\_\_ dated \_\_\_\_\_, I, \_\_\_\_\_  
S/D/o \_\_\_\_\_, am hereby joining my duties  
as \_\_\_\_\_ in Chitkara University, Punjab with effect from  
\_\_\_\_\_.

I hereby agree to abide by the rules and regulations governing my appointment for the  
above post.

Regards,

Yours sincerely,

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Annexure-4**

### **Faculty Promotion Policy under CAS**

#### **Reason for this Policy**

This policy describes the criteria and procedures for attaining faculty promotion at Chitkara University.

#### **Scope of this Policy**

Chitkara University has adopted rigorous standards for promotion of its Faculty members (from Assistant to Associate Professor and further to Professor). The University follows the "General Criteria in Evaluation of Faculty Members" which is in synchronization with the UGC norms.

#### **Statement of Policy**

Promotion is a matter of policy and not a legal obligation on the University. Chitkara University values creative endeavour, research and scholarship; teaching and learning; and engagement in many other forms. Promotion helps to ensure academic freedom and should promote creative, innovative pursuits. It brings with it both rights and responsibilities for faculty members as participants in furthering the missions of the University. Such policies are subject to change at the discretion of the Management.

#### **Criteria for Faculty Promotion**

The quality of teaching is a primary consideration in the retention and promotion of faculty members. Effective teaching includes expressive presentation of the subject matter, the ability to motivate and involve students in the learning process, an appropriate respect for the intellectual needs of students, and providing timely, fair and objective assessment of student performance.

Given the dynamic and fast changing nature of all disciplines, the faculty member's teaching must incorporate up to date developments in their respective fields. Providing a stimulating atmosphere within which students can learn and grow intellectually is also a major professional contribution the faculty member should make to the development of students. This includes frequent and active presence on campus, student counselling

and advising, and participation in activities that promote interaction between student life and the academic environment.

Candidates for tenure and/or promotion to Associate Professor must demonstrate that they have achieved excellence in teaching, research and innovation. Similarly, Candidates for promotion to Professor must demonstrate a sustained record of excellence in teaching, research and innovation.

To be considered for promotion, a faculty member must meet the criteria set under CAS promotion criteria by UGC in regulations on minimum qualifications for appointment of teachers and other academic staff in Universities & Colleges and measures for the maintenance of standards in higher education, 2018 and as amended from time to time.

### **Assistant Professor to Associate Professor**

#### ***Eligibility:***

- i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- ii) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e- content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- v) Evidence of having guided at least one Ph.D. candidate.

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

To get complete information of Table 1 and Table 2 of Appendix II, please follow the below link-

[https://www.ugc.ac.in/pdfnews/4033931\\_UGC-Regulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)

### **Associate Professor to Professor:**

#### ***Eligibility:***

- i) An Associate Professor who has completed three years of service in Academic Level 13 A.
- ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- iii) A minimum of ten research publications in the peer- reviewed or UGC- listed journals out of which three research papers should have been published during the assessment period.
- iv) Evidence of having successfully guided doctoral candidate.
- v) A minimum of 110 Research Score as per Appendix II, Table 2.

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) He/she gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.

ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

To get complete information of Table 1 and Table 2 of Appendix II, please follow the below link-

[https://www.ugc.ac.in/pdfnews/4033931\\_UGC-Regulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)

**Note :** Promotion is acquired only as a result of positive action/results and never by default. Hence, all the applications for any kind of Promotion must reach HR Office with proper recommendation of the concerned department head. Applications will be evaluated and a formal interview procedure will be followed to decide on the promotions. Interview Panel will also consist of an external interviewer, who may or may not be from Chitkara University.

These, in a nutshell, below parameters are imperative while promoting a faculty from a position higher to existing.

- Teaching and Learning
- Research and Innovation (as per table 2 of Appendix-II)

[https://www.ugc.ac.in/pdfnews/4033931\\_UGC-Regulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)

- Involvement in student related and research activities (Administrative, Examination and Student Related co-curricular activities, NCC, NSS, Community Service, seminars/conferences, PH.D Guiding, single or joint publication in peer reviewed or UGC list of journals)
- Must meet the education criteria( as per Table 3 A of Appendix- II)

[https://www.ugc.ac.in/pdfnews/4033931\\_UGC-Regulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)

- Overall Grading/ Rating in Annual Appraisal

## **Exclusions for Promotion**

The following positions are not eligible for Promotion:

- Part-Time Faculty
- Contractual Faculty
- Clinical/Professional faculty
- Empanelled Faculty
- Visiting faculty
- Adjunct faculty
- Administrative officers (if eligible for Teaching)
- ME Fellowship candidates
- Ph.D. Fellowship Candidates

## ANNEXURE-5

### Research and Incentive Policy 5.0

#### **(Approved Vide Item No. 16.8 of GB meeting dated 12/08/2024)** **Synopsis of Research Promotion and Incentives Policy (Ver. 2.1)**

**A. Incentive for Each Publication:** To be calculated as per the following table:

| Publication Incentive payable to Chitkara University faculty member(s)*# = (a+b)/total number of author(s) |         |   |   |                    |                    |
|--|---------|---|---|--------------------|--------------------|
| Journals Indexed in Scopus   |         | Journals Indexed in WoS (JCR - Clarivate) |   |                    |                    |
|  | H-Index | Amount in INR (a)                         |   | Impact factor (IF) | Amount in INR (b)  |
| Weightage of the Paper (in INR) if only indexed in Scopus  | 0       | 10,000                                    | Additional weightage of the Paper (in INR) if it is also indexed in WoS | 0 to10             | 3000 + (IF * 2500) |
|  | 1-20    | 17,000                                    |   | >10                | 30,000             |
|  | 21-40   | 19,000                                    |   |                    |                    |
|  | 41-60   | 22,000                                    |   |                    |                    |
|  | 61-80   | 30,000                                    |   |                    |                    |
|  | 81-100  | 37,000                                    |   |                    |                    |
|  | 101-125 | 45,000                                    |   |                    |                    |
|  | 126-150 | 52,000                                    |   |                    |                    |
|  | 151-200 | 63,000                                    |   |                    |                    |
|  | 201-250 | 75,000                                    |   |                    |                    |
|  | >250    | 1,20,000                                  |   |                    |                    |

# Letter, Editorial, Short Survey, Note, Conference Paper, Book Chapter, Book, and Data Paper shall be eligible for an incentive of INR 10,000.

# Faculty/Students shall be eligible for incentives on a maximum of four publications under the categories of Letter, Editorial, Short Survey, Note, Conference Paper, Book Chapter, and Data Paper.

# Faculty/Students shall be eligible for an incentive on a maximum of two Books or Edited Books, including the Preface.

\* Publication incentives shall only be applicable if UINC and UINP have been obtained.

**Table 1: Calculation of Incentive for Each Publication**

- B. Incentive for Sponsored Research Funding:** A fixed percentage (3% or 5%) of the amount deposited in the University account, as determined by the Research Promotion Incentive Committee (RPIC) (refer to Section 5, Page 7).
- C. Incentive for Technical Consultancy:** 90% of the amount calculated after subtracting the expenses from the amount deposited in the University account.
- D. Incentive for Supervising Doctoral Research:** 30% of the total PhD fee paid by the scholar (subject to timely completion of the research work).

- E. ***Incentive for Patents (for those published on IPO):*** The University bears cost of filing, publishing, and filing Request for Examination (RFE) on behalf of the innovators.
- F. ***Incentive for Conducting Technical Events (hands-on workshops, tutorials, conferences, symposiums, and faculty development programs):*** 5% of the total revenue generated from the registration and sponsorship fees of the technical event to be paid to the core organizing committee.

## ELIGIBILITY, TERMS & CONDITIONS

- I. Any research award, grant, or cash incentive cannot be claimed as a matter of right.
- II. Only regular faculty members and full-time students (UG, PG, and PhD) on the rolls of the university are eligible. Also, refer to point number XI below.
- III. The effective date for the enforcement of this policy is January 1, 2025.
- IV. For the calculation of incentives, the start and end dates shall be defined by the calendar year, or as decided by the Research Promotion and Incentive Committee (RPIC) (refer to section 5 in this policy).
- V. All the achievements requested for incentives must be affiliated with “Chitkara University.”
- VI. The decision of the RPIC shall be final and binding.
- VII. The policy can be withdrawn or modified at any point in time without prior notice.
- VIII. Faculty members shall be eligible for cash incentives for publications as per point A above and other instructions communicated by the Office of Research Publication to the respective department heads. However, students may be eligible from their first publication.
- IX. Any research article for which a faculty member has already received financial support (in any form) from Chitkara University shall not be considered for publication incentives. However, such an article may still be counted for fulfilling the eligibility criteria.
- X. Publication incentives are only applicable if UINC and UINP have been obtained.
- XI. All benefits and incentives shall lapse if, on the date of disbursal (in full or in part), the faculty member has already left the organization or is serving the notice period. However, students shall remain eligible to receive incentives for up to one year after their graduation.

- XII. If a research paper is retracted from the Scopus database, all benefits granted under Section 8 for publications shall be withdrawn without prior notice.
- XIII. If an awardee is found to have provided false, incorrect, or incomplete information after disbursement of the incentive, the entire amount of the cash incentive shall be reclaimed.
- XIV. For any research activity conducted in collaboration with another institute or university, only Chitkara University faculty members and/or students shall be eligible for research awards or cash incentives. External members shall not be entitled to any benefits.
- XV. Cash incentives calculated for the previous calendar year shall be disbursed in equated installments in the successive year, as decided by the RPIC.
- XVI. A UINP must be obtained within three months of the research paper being indexed in the Scopus database.
- XVII. Events that are entirely student-centric (such as hackathons, tech fests, and project exhibitions) and those conducted under government-funded projects (sponsored research funding) as mandated by those funding schemes shall not be considered for incentives under point F above.
- XVIII. The core organizing committee for the technical event should be finalized, and its composition should be notified to the Chitkara University Capacity Building Centre (CU-CBC) by submitting an online form at least one month in advance for FDPs, workshops, and tutorials, and at least three months in advance for symposiums and conferences. Once finalized, the core committee should not be amended or expanded. It is strongly recommended that no additions to the core committee be made within 30 days of the event.
- XIX. The department/school of the faculty member on the last day of the award period shall be considered their final affiliation.
- XX. Dual or multiple affiliations for Chitkara University authors are not permitted.
- XXI. All researchers must uphold the highest standards of academic and research integrity, ensuring honesty, transparency, and accountability at every stage of their research. Strict adherence to institutional, national, and international guidelines is essential for fostering a responsible and ethical research environment.

## **Annexure-6**

### **Policy on Ph.D Programme (for Chitkara University Employees)**

#### **Purpose of the Policy**

The purpose of this policy is to provide an opportunity of career enhancement for the existing faculty and other staff members of Chitkara University.

#### **Scope of the Policy**

The policy is applicable to all the regular employees of Chitkara University, except for the following except for the part-time/contractual/ad-hoc/similar category of employees

#### **Policy Details**

1. The University provides a huge concession to its employees to help them to pursue Ph.D. from Chitkara University, Punjab.
2. This policy is applicable only for those employees who apply within the set timeline and meets the basic criteria for pursuing Ph.D. This process is further followed by a subsequent interview process.
3. The selection of eligible candidates is made based upon clearance of the personal interview round with a panel of experts.

#### **Eligibility**

1. The employee must be full-time (regular) employee of the Chitkara University.
2. The employee must hold a valid bachelors and masters degree from a reputed institution/university with at least 60%marks.

#### **Application Process**

1. Interested employees shall collect the Admission Brochure and Admission Form from the Office of Student Outreach.
2. The completed form is to be submitted to the Office of Registrar along with all the supporting documents.

3. The employees will be informed about the decision regarding their admission within 14 working days through a call and an email.

### **Terms and Conditions**

1. The employee shall continue the services for at least 2 year with Chitkara University from the date of the award of the doctoral degree.
2. In case, the employee resigns before the award of Ph.D. or after its award but before completion of bond period of 2 years from the date of award, he/she has to pay the full fee of the said programme.
3. The employee shall make sure that pursuing of Ph.D. at the University will not hamper his/her normal duties and responsibilities.
4. The employee shall not request for any other privileges (viz. duty leave for attending any classes and / or exemption from other teaching/administrative responsibilities) on pretext of undergoing the Ph.D. Program at the University.
5. On completion of Ph.D., the University does not have any liability to continue the services of the employee.

### **Exceptions**

1. No exceptions shall be made in the policy unless the policy is countermanded by the Registrar.
2. Any exceptions in this policy can be only approved by the Competent Authority.

## **Annexure-7**

### **UNDERTAKING**

*(To be given by the Employees before Proceeding on Study/Sabbatical Leave)*

I \_\_\_\_\_, S/D of \_\_\_\_\_,  
R/O \_\_\_\_\_,  
Chitkara University Employee ID \_\_\_\_\_, Designation \_\_\_\_\_,  
School/College \_\_\_\_\_,  
Have applied for \_\_\_\_\_ days of Study Leave from \_\_\_\_\_ (date)  
to \_\_\_\_\_ (date) for undergoing \_\_\_\_\_  
Program of \_\_\_\_\_ University at \_\_\_\_\_  
(Place) from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

***In regard to above, I hereby state and undertake that:***

- (a) I have read, understood and accepted all the above-mentioned points.
- (b) Acquisition of above qualification is relevant to the sphere of duties being performed by me and in turn, beneficial for the University in terms of my increased skill and improved work efficiency.
- (c) I shall sincerely utilize the period of my study/sabbatical leave for the purpose of enhancement of my educational qualification and shall not accept any employment, either temporary or of permanent nature during this period.
- (d) I shall continue my services in Chitkara University for at least two years after completion of my Study/Sabbatical Leave and shall abide by other terms and conditions of the Policy on Study/Sabbatical Leave.
- (e) All the IPR such as research publications, patents, book, copyright initiated by me shall have affiliation/ joint affiliation of Chitkara University.

**Date:** \_\_\_\_\_ **Name of the Employee:** \_\_\_\_\_

**Signature of the Employee:** \_\_\_\_\_

## **Annexure-8**

### ***HR Buddy Programme-SOPs***

#### **Who is HR Buddy?**

An HR buddy is someone who associates with a new employee during his/her first 3 months of employment. While primarily responsible for offering advice and guidance regarding the day-to-day aspects of working at Chitkara University, the buddy may also offer encouragement and knowledge resources, as they help introduce the new employee to the Chitkara University culture.

#### **What A Buddy Is Not:**

A buddy shall not be required to assume any of the following roles:

1. **Mentor:** Someone, typically more experienced, who is involved with the all-round development of an individual (personal and professional).
2. **Supervisor:** Someone responsible for the new employee's job performance/ career/ disciplinary action. Only the department head would be responsible for such things.

#### **Objectives of HR Buddy Program:**

- Support new employees to ensure that they feel welcomed and settled into their role by introducing them to various aspects of the University community.
- Encourage communication and prevent new employee feeling isolated.
- Ensure that routine queries regarding basic operational issues are dealt with expeditiously.
- Taking the new joinee for lunch or coffee in their first week.
- Listening to the basic concerns of a new joinee and help them to connect with other staff members.
- Orienting them to the campus, teams and the local workspace practices and organizational culture within 4-5 days of their joining.

- Increase the new employee's self-confidence allowing him/her to focus on adding value to the organization.

### **Buddy Selection Criteria:**

HR in collaboration with the Department Heads is responsible for selecting a buddy for their new employee. Selections should be based on the following characteristics:

- Is proud of Chitkara University and must have contributed well in the past.
- Wants to be a buddy.
- Is skilled and has knowledge of the new employee's job.
- Is a peer of the new employee.
- Has patience and good communication and interpersonal skills.
- Is well regarded and accepted by current employees.
- Must have some time to be accessible to the new employee.

### **Tips for Buddies:**

- Don't worry about being perceived as the expert. Focus your attention on the new employee.
- Be patient: It takes time to develop a relationship. Don't try to cover everything right away. Be positive: New employees will grow into their roles if given proper reinforcement.
- Don't try to force a relationship.
- Try to identify the new employee's personality and communication style and adapt accordingly.
- Don't be judgmental. Simply offer feedback. Maintain a good attitude and a teaching spirit

### **Responsibilities of HR Buddy:**

- Contact and meet with the new employee on Day 1.
- Establish a rapport with the new employee.

- Have lunch with the new employee at twice in a month.
- Act as an informational resource on policies and procedures.
- Help socialize the new employee to CU's guidelines, norms and culture.
- Answer general/routine questions.
- Make introductions.
- Ensure an open communication between the new employee and the buddy, respecting confidentiality.
- Follow up with the new employee on a weekly basis.

| <b>Benefits for HR Buddy Programme</b>   | <b>Benefits for New Employees</b>              | <b>Benefits for Chitkara University</b>     |
|--|--|---|
| Recognition for new role                 | One on One Assistance                          | Increased employee motivation and retention |
| Expanded network                         | Jump-start on networking                       | Increased employee Communication            |
| Opportunity to motivate others           | Get single point-of-contact                    | Enhanced employee development               |
| A fresh perspective                      | Instant knowledge of "how to get things done." | Shared quality work processes               |
| Enhanced leadership and mentoring skills | A smoother acclimation period                  | Increased employee productivity             |



**CHITKARA UNIVERSITY (PUNJAB)**  
Chandigarh-Patiala National Highway | Punjab-140 401