

Service Rules



Girijananda Chowdhury University Assam
HATKHOWAPARA AZARA
GUWAHATI-781017

INDEX

1. Introduction	
1.1 Objectives	
1.2 Definitions	
1.3 Human Resource Policy Changes	
1.4 Implementation	
2. Recruitment and selection procedures	
2.1 Employee Definition	
2.2 Categories	
2.3 Classification	
2.4 Minimum Qualification and Experience	
2.5 Appointment of International Honorary Professor	
2.6 Expert from Industry background	
2.7 Procedure for Recruitment and Selection	
2.8 Age of Superannuation, Minimum and Maximum age for recruitment	
2.9 Resignation , Termination And Relief	
2.10 Confirmation of Service	
3. Increment and Promotion and Transfers	
3.1 Performance Appraisal and Assessment	
3.2 Increment procedures	
3.3 Promotion – Career Advancement Schemes(CAS)	
3.4 Transfers	
4. Pay and allowances	
4.1 Classification of Pay	
4.2 Pay scales Direct Recruitments	
4.3 Probation and Pay on probation	
4.4 Pay and perks for Contractual Teaching Staff Appointments	
4.5 Pay and perks visiting faculty	
4.6 Policy For Engagement of Guest Faculty	
4.7 Employees Other Allowances	
4.8 Expectation and remuneration of International honorary Professor	
4.9 Presentation of Papers In National And International Seminars & Conferences	
4.10 Medical benefit	



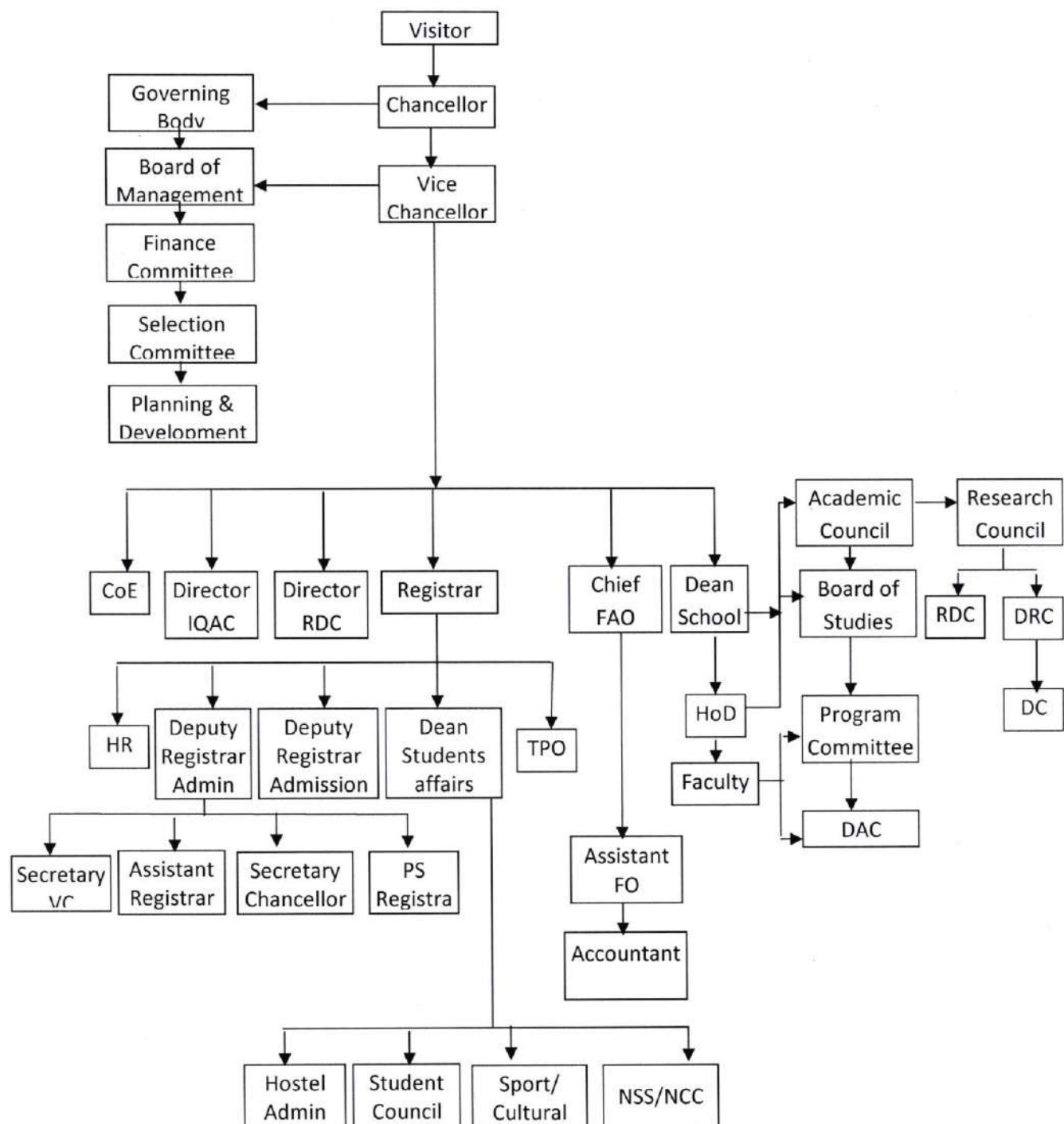
4.11 Dearness Allowance	
4.12 Advance Increments	
5. Leave Rules	
5.1 Applicability	
5.2 Claim for leave	
5.3 Types of leaves admissible to Employees	
5.4 Principle for granting leave	
5.5 Summary of leaves	
5.6 Leave Approval Procedure (Position wise)	
5.7 Leave Approval Procedure (Leave wise)	
5.8 Unauthorised leave	
6. Workload and Working days	
7. Capacity building and Career development	
7.1 Professional Development and Learning Resources	
7.2 Attending Faculty Development Programmes, Seminars, workshops	
7.3 Attending Conferences , paper presentations, publications	
7.4 Contribution to MOOCS, online teaching materials, Videos	
7.5 Professional Representation	
7.6 360 Degree Feedback for Teaching staffs	
8. Code of Professional ethics	
8.1 Teachers and their responsibilities	
8.2 Teachers and the Students	
8.3 Teachers and Colleagues	
8.4 Teachers And Authorities	
8.5 Teachers and non-teaching staff	
8.6 Teachers and Guardians	
8.7 Teachers and Society	
9. Conduct and Disciplinary Rules	
9.1 Standards of conduct	
9.2 Conduct Rules	
10. Penalties and Appeal	
13.1 Penalties	
13.2 Misconducts	
13.3 Types of penalties	
13.4 Procedure for disciplinary proceedings	



13.5	Appeal to the Authority	
13.6	Procedure for resolving appeal	
11.	Performance Management of employees	
10.1	Objectives	
10.2	Performance Management Procedure	
10.3	Assessment	
12.	Employment Records	
11.1	Personal files	
11.2	Record keeping and Digitisation	
11.3	Service Book and Periodical updation	
13.	Retirement policy and benefits	
12.1	Contributory Provident Funds (CPF)	
12.2	ESIC	
12.3	Optional NPS	
12.4	Gratuity Rules	
12.5	Group Health Insurance	
14.	Safety at Workplace	
14.1	General	
14.2	Procedures for ensuring safety	
14.3	Harassment and sexual harassments	
14.4	Illegal acts with substance and use	
15.	Maintenance of Standards	
16.	Annexure:	
I.	Performance Based Appraisal System (PBAS) form (Teaching Staff)	
II.	Career Advancement Scheme (CAS) form- for teaching staff	
III.	AICTE 360 Degree appraisal form	
17.	References	
I.	UGC Regulation 2018 (Draft)	
II.	UGC Regulation 2018	
III.	AICTE handbook and prospectus	



UNIVERSITY ORANOGRAM



Abbreviations used:

CoE	Controller of Examinations
HR	Human Resource
RDC	Research and Development Cell
FAO	Finance and Accounts Officer
DRC	Departmental Research Committee
DC	Departmental Committee
DAC	Departmental Advisory Committee
TPO	Training and Placement Officer



CHAPTER-01

INTRODUCTION

Nestled between the picturesque water body of the Deepor Beel– a famous Ramsar site and the Bor Luit- the mighty Brahmaputra river, Girijananda Chowdhury University is on a sprawling 20-acre campus in the outskirts of Guwahati, Assam. Girijananda Chowdhury University was established by the Act No. XLVII of 2022 of the Assam Government as a State Private University under the aegis of Shrimanta Shankar Academy Society registered under the Societies Registration Act 1860. The establishment of Girijananda Chowdhury University has evolved out of the initiative of the Girijananda Institute of Management and Technology (GIMT) in the year 2006 and the Girijananda Institute of Pharmaceutical Sciences (GIPS) in the year 2007 to impart professional higher education in a spirit of philanthropy and social commitment. During the last 16 years of their existence, these institutes earned the reputation of quality professional education as evident in the accreditation of the various programmes by the National Board of Accreditation (NBA) and the award of extramural grants from the AICTE, DST etc.

The University has now more than 300 employees working in Guwahati, Tezpur campus and City office working together to uplift the multi entry multi disciplinary education in the north eastern part of the country as well country as a whole.

This Service Rule manual is designed to provide information on University policies relating to employees' and their relationship with the University. This Service Rule manual contains a set of basic performance expectations for Teaching and Non-teaching staff. All employees are expected to perform at a high level of efficiency consistent with their job responsibilities, represent the University in a manner consistent with our identity and treat others with dignity and respect.

This policy document has been created as a document applicable with few operational human resource policies for teaching and non teaching staff and expected to create confidence amongst the employees and the management. It is also expected that if any changes required as some of the situations occur, this service rule book can be amended as per provisions of the University.

Employee Service Rule Manual is one of the most important documents describes about the standard of an organisation which clearly describes the policy for the employees starting from the recruitment to the retirement from the job. A well defined Service Rule Manual helps the Management as well as employees to go forward with the services rendered to the Organisation. As a University, GCU tries to adopt most of the rules from the documents of the statutory bodies like UGC, AICTE, PCI, NBA, NAAC and others bodies as applicable to



suit with different services rendered by the employees of the University. This “Service Rule Mannual” composed of common rules applicable to a University Employees including teaching and non-teaching positions.

1.1 OBJECTIVES

The University is committed to extend an unbiased and fair treatment to all employees and to promote a healthy working environment that is benevolent and respectful. The University has established the following standards for itself :-

- Employ eligible persons as the rule of the statutory bodies as well as requirements of the University ensuring equal opportunity to all those who fulfils eligibility criteria.
- Apply promotional opportunities to the workforce from one level to next higher level with reimbursement and benefits, as obligatory and applicable with financial analysis and growth.
- Create an appropriate working environment by implementing the proper salary and other benefits to the esteemed employees as per guidelines of the Regulatory Authorities and as per the viability of the promoting society mandated time to time.
- Try to create conducive environment for all employees in the University to work with self esteem and proud.

1.2 DEFINITIONS

- a) ‘University’ means Girijananda Chowdhury University.
- b) ‘Chancellor’ means the Chancellor of the University.
- c) ‘Vice Chancellor’ means, the Vice Chancellor of the University.
- d) ‘Government’ means the Government of Assam or Government of India.
- e) ‘Governing Body’ means the Governing Body of the University.
- f) ‘Dean’ means the Dean of Schools comprising of departments / centres assigned to the faculty.
- g) ‘Department’ means a university teaching department or a centre of studies and research support established by the university to carryout teaching, research and extension activities.
- h) ‘Faculty’ means a Faculty of the University.
- i) ‘Management’ means the Governing Body, or the Vice Chancellor/Chancellor of the University.
- j) ‘Teachers of the University’ means, Dean of Faculty, Principal, Director, Professor, Associate Professor, Assistant Professor, and such other persons as may be appointed for imparting education / Instruction or conducting research in the



University and are categorized as Teachers .

- k) 'Promotion' means elevation to the next higher level by direct recruitment or as per Career Advancement Scheme (CAS).
- l) 'Board of Management' - means the body constituted as per rule Girijananda Chowdhury University Assam Act and duly notified.
- m) 'Competent Authority' - means as authority as per the Girijananda Chowdhury University Assam Act and the committees, person, or any individual notified time to time.
- n) 'Contributory Provident Fund' - means the fund established as per the Employees Provident Fund Act and Rules connected there to.
- o) 'Gratuity' - means compensation payable in recognition of satisfactory service.
- p) 'UGC' - means the University Grant Commission established by Government of India.
- q) 'AICTE' - means All India Council for Technical Education, a Regulatory Authority established by the Ministry of Human Resources Development, Government of India.
- r) 'BCI' – means Bar Council of India, a statutory body established under the Advocates Act 1961 that regulates the legal practice and legal education in India.
- s) NCI' - means Nursing Council of India.
- t) 'PCI' – means The Pharmacy Council of India (PCI) is the statutory body constituted by central government to regulate the pharmacy education in India.
- u) 'Society' Means Shrimanta Shankar Academy, Guwahati, Assam a registered Society.
- v) 'Teaching staff' – means regular staffs who are engaged in imparting education to the students of the University on fulltime basis.
- w) "Non Teaching staff" - means regular staffs excluding the faculty members.
- x) 'Selection Committee' - means the committee constituted for selection of Teaching staffs.

1.3 HUMAN RESOURCE POLICY CHANGES



The policy and rules provided in this manual take over from all such rules provided in the previous HR manuals or Service Rules that might have been issued from time to time on subjects covered in this Manual.

However, the University reserves the right to amend, interpret, suspend, cancel all or any part of the policies, procedures and benefits at any time. The University will notify all employees

of such changes. Changes will be effective on the dates determined by the University and after those dates all superseded policies will become null and void.

No individual supervisor or manager has the authority to change policies at any time or interpret contrary letters and spirit of this manual of the policies. If there is doubt about any policy or procedure, the employee should speak to his/ her direct reporting authority who where he/she considers it necessary, shall refer to Department of Human Resources for clarification and applicability.

1.4 IMPLEMENTATION

This Service Rules enlisted in the document are to be implemented with the approval from the statutory bodies of the University and may be amended time to time with the approval of the statutory bodies.



CHAPTER-02

RECRUITMENT AND SELECTION PROCEDURES

2.1 EMPLOYEE - DEFINITION

An “employee” of Girijananda Chowdhury University Assam (GCU Assam) is a person who regularly works for GCU, Assam for remuneration, with wages or salaries for minimum 240 working days in a year. “Employees” may be categorized as permanent, temporary, probationary, contractual and officiating persons and others employed with the University who are subject to the control and direction of GCU Assam in the performance of their duties.

2.2 CATEGORIES

Employee category is as follows :

Sl No.	Category	Description
I	Permanent	“ Permanent Employee ” means an employee who is employed against a sanctioned fulltime position.
II	Probationary	“ Probationary Employee ” means an employee who is provisionally selected and appointed for a short duration up to one/two year/s against a permanent post to prove his worthiness with confirmed in service.
III	Contractual	“ Contractual Employee ” means an employee who is appointed on contract for a specified period/leave vacancy or for a specific work on a contracted amount.
IV	Temporary/ Part-time/ Visiting/Guest / Adjunct Employee	“ Temporary/Part-time/Visiting/Guest/Adjunct Employee ” means an employee who is appointed on adhoc/part-time basis for a specific period on daily wages /per class basis to overcome a sudden shortfall or deficiency in a particular job.

2.3 CLASSIFICATION

A. CLASSIFICATION BASED ON ROLE

(a) Academic Administrators:

- Chancellor
- Vice Chancellor
- Dean of Schools, Dean Academics, Academic Registrar, Controller of Examination (CoE) , Head of the Department (HoD)



- Deputy Registrar (Academics), Deputy CoE,
- Assistant Academic Registrar, Assistant CoE.

(b) Academic – which shall include:

- Senior Professor
- Professor
- Associate Professor
- Assistant Professor (Selection Grade)
- Senior Assistant Professor
- Assistant Professor



(c) Technical – which shall include:

- Librarian
- Deputy Librarian
- Assistant Librarian, Systems Analyst, Programmer, Workshop Superintendent, System Administrator, Technical Officer
- Workshop-Instructor, Demonstrator, Laboratory-Instructor, Technician, Physical/Sports Trainer

(d) Administrative (others) – which term shall include:

- Registrar, Director, Chief Finance and Accounts Officer
- Deputy Registrar(Administration), Dy. Finance and Accounts Officer, Head-HR & Personnel Division, Training and Placement Officer
- Private Secretary, Assistant Registrar(Administration), Public Relations Officer, Assistant Finance Officer, Assistant Accounts Officer, Purchase Officer
- Section Officer, Maintenance Engineer, Transport Officer, Security Officer, Store Manager, Manager Housekeeping, Accountant, Multitasking Executive
- Multitasking Assistant, Store keeper, Security personnel, Caretaker, Housekeeping personnel or any other support staff appointed time to time.

2.4 MINIMUM QUALIFICATION AND EXPERIENCE

(a) TEACHING STAFF (FACULTY) / ACADEMIC STAFF

- (i) The Institute shall adopt the minimum qualification and experience prescribed by **UGC/ AICTE / PCI / BCI and other** Regulatory Authorities for consideration of eligibility / recruitment / promotion for its academic

staff/teaching staff.

- (ii) The Board of Management shall, from time to time, prescribe the minimum qualification and experience in respect of such positions for which these are not unambiguously specified, keeping in view the recommendations of the **UGC/ AICTE / PCI /BCI and other regulatory authorities** for similar positions, if any.

(b) NON- TEACHING STAFF / NON- ACADEMIC STAFF

- (i) The Institute shall adopt the minimum qualification and experience prescribed by UGC/ AICTE / DCI / BCI / PCI /Government and other regulatory authorities for consideration of eligibility /recruitment/promotion for its non-teaching employees.
- (ii) The Board of Management shall, from time to time, prescribe the minimum qualification and experience in respect of such positions for which these are not unambiguously specified, keeping in view the recommendations of the UGC/ AICTE / DCI / BCI / PCI/Government and other regulatory authorities for similar positions, if any.
- (iii) The minimum qualification and experience for non –teaching positions of the University may also be specified by the Competent Authority on special and urgent requirements.



2.5 APPOINTMENT OF INTERNATIONAL HONORARY PROFESSOR

To promote joint venture and knowledge sharing, GCU Assam proposes to appoint Visiting/Honorary Professors time to time in all disciplines across all the schools to take classes on online or offline mode at anytime during Odd or Even semesters by considering the availability of the students at different schools/departments.

2.6 EXPERTS FROM INDUSTRY BACKGROUND

There shall be necessary provision for engaging experts from industry (or comparable organizations) with substantial professional and R&D experience time to time to give exposure to the students on current trend technological changes and its applications.

2.7 PROCEDURE FOR RECRUITMENT & SELECTION

A. Teaching staff :

- a) Projection regarding faculty requirement is to be indicated by the respective HODs in consultation with the Dean of School and forward it to the Vice- Chancellor. The Vice

Chancellor will take final approval from the Chancellor before starting any recruitment procedure.

- b) After approval, an advertisement is to be put up announcing the vacancy in the University website along with job portals or print media (whichever is feasible).
- c) The resumes obtained in response to the advertisement are downloaded by the HR department and sent to the screening committee.
- d) A **Screening committee** (Teaching staff and non-teaching staff for level 12 and above) is to be formed for every department by the Vice Chancellor for short listing the eligible candidates for appearing in an interview. This committee shall include:
 - Dean of the concerned school
 - Head of the concerned Department
 - One senior faculty member from the allied discipline to be nominated by the Vice chancellor.
- e) **The** desirable qualifications and experiences for eligibility for consideration shall be fixed from time to time by the Board of Management keeping in view the recommendations of the **UGC/AICTE/ BCI / PCI or any other regulatory bodies** , if any, in this regard.
- f) **The** shortlisted candidates are sent to the HR department for further processing.
- g) **The** HR department sends the final list to the Registrar, Vice Chancellor and Chancellor for approval.
- h) **The Vice chancellor** will sent a list of three external experts for a subject /discipline to the **Chancellor** who will appoint one out of the panel as the external expert for the interview.
- i) **The** HR Department starts the process of interview after obtaining the consent from the external experts as well as the other members of the selection committee w.r.t date and time .
- j) **The Selection committee** (Teaching Staff) constitutes the following members as per the University Statute:

- Chancellor (act as the observer)
- Vice Chancellor
- Registrar
- President of the sponsoring Society
- Member of the Sponsoring Society
- One External subject Expert



- Dean/HOD of the concerned School or Department

- k) The proceedings of the selection committee mentioning the names of the selected candidates in order of merit are then to be put up in a note sheet by the Head, HR department for final approval of the Vice Chancellor, Chancellor and the Treasurer of the Sponsoring body before issuing the appointment letters to the selected candidates.
- l) The Head, Human Resources Department will act as the convener to complete pre-selection and post selection formalities involved in the recruitment process.

NOTE:

1. The Chancellor may be invited as a Special Advisor to the committee (if required).
2. At least one expert member shall be present. A minimum of four (4) members of the selection committee shall form the quorum.
3. All posts at the Institute shall normally be filled through advertisement and the procedure stated above but under special conditions the Board of Management or The Chancellor shall have the power to decide that a particular post be filled by invitation or by promotion from amongst the members of the staff of the University.
4. All applications should be submitted as per the format specified by the University. (Refer to Schedule -)
5. In case, if any member of the screening committee is an applicant , he or she should be excluded from the committee.



B. Non-Teaching Staff (below level 12)

- a) Projection regarding the requirement is to be highlighted by the Deputy Registrar (Administration) and forward it to the Head, HR Department which shall be forwarded to the Registrar for final approval.
- b) After approval, an advertisement is to be put up announcing the vacancy in the University website along with job portals or print media (whichever is feasible). The applications received from time to time will also be considered to select the suitable persons against the existing vacancies.
- c) A **Screening committee** (Non-Teaching staff) is to be formed by the Registrar for short listing the eligible candidates for appearing in an interview. The Selection committee shall also be constituted by the Registrar in consultation with the Vice

Chancellor.

- d) **Where** a post is to be filled on contract basis or by invitation, the Registrar may constitute such ad-hoc Selection Committees in consultation with the Head, HR Department as circumstances for each case may require.
- e) All the recommendations of the Selection Committee shall be placed before the Chancellor, Vice Chancellor and the Treasurer for final approval before issuing appointment order/letter.

C. Vice-Chancellor

- a) The Vice-Chancellor shall be a whole time salaried officer of the University, and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- b) The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- c) The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:
 - A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee.
 - A nominee of the Chairman, University Grants Commission.
 - An academician, with not less than 10 year service as Professor, nominated by the Board of Management.



D. Registrar

- a) The Registrar shall be a whole time salaried officer of the University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 - (i) Vice Chancellor – Chairperson;
 - (ii) One nominee of the Chancellor;
 - (iii) One nominee of the Board of Management; and
 - (iv) One expert, not being an employee of the University, to be appointed by the Board of Management.

E. Chief Finance and Accounts Officer (CFAO)

- a) The Chief Finance and Accounts Officer shall be a whole time salaried officer of the University and shall be appointed by the Board of Management.
- b) The emoluments and other terms and conditions of service of the Chief Finance and Accounts Officer shall be as may be prescribed by Rules of the University.
- c) The Chief Finance and Accounts Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- d) He/She shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management.
- e) iv. He/She shall be responsible for the management of funds and investments of University, subject to the control of Board of Management.

F. Treasurer :

- a) The Treasurer is the position belongs to the active member of the promoting society.
- b) The Treasurer is the highest position in approving, administering, disbursing the financial transactions arising out time to time.
- c) However she/he may assign rights to any Officer act in lieu of her/him in some particular administrative and financial operations.



G. Controller of Examinations

- a) The Controller of Examinations shall be appointed by the Board of Management.
- b) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the University.
- c) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- d) The Controller of Examinations shall be a permanent invitee to the Academic Council.

NOTE :

The qualifications of the Registrar/ Chief Finance and Accounts Officer / Controller of Examinations shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and

Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.

2.8 AGE OF SUPERANNUATION, MINIMUM AND MAXIMUM AGE FOR RECRUITMENT

- (a) An employee belonging to faculty group (teaching) shall retire at the age of 65 (sixty-five) years.
- (b) An employee (non-teaching) employee shall retire as following :-
- Administrative Staff : 65 Years
 - Drivers : 62 Years
 - Security Personnel : 62 Years
 - Cleaning Gardening Personnel : 62 Years
 - Bearer / Peon / Multitasking Assistant : 62 Years
- (c) The age of a person at the time of his / her first appointment to the service of the University shall not be less than 18 years for non-teaching and 21 for teaching staffs.



2.9 RESIGNATION, TERMINATION AND RELIEF

- (a) The services of the teaching / non-teaching staff are liable to be terminated by the Employer by giving one months notice or one month salary in lieu of such notice without assigning any reason, thereof.
- (b) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving one months notice or by paying one months salary in lieu of such notice to the Employer. The timing of resignation should be such that the incumbent will be relieved at the end of the academic year.
- (c) Teaching staff who are on temporary/adhoc appointments can resign from service by giving one months notice or one month salary in lieu of such notice to the Employer.
- (d) In case of the teaching staff who have completed the probation period and are seeking employment elsewhere only four applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admissions to higher studies and for All India Service Examinations (such as IAS, IES, etc) will also be forwarded. However, the Management is given discretion to relax the rule in appropriate cases based on the merits of the case.

- (e) In the case of teaching staff who are on probation, no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.,) will be forwarded.
- (f) In the case of teaching staff who are appointed on temporary/adhoc basis and are seeking employment elsewhere, four applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES etc.,) will be forwarded.
- (g) In the case of non-teaching staff, no application seeking employment elsewhere will be forwarded during probation period. After completion of probation period, two applications per year will be forwarded.
- (h) In the case of non-teaching staff all applications for admission to higher studies will be forwarded.
- (i) If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying salary for the remaining part notice period.
- (j) If the University issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- (k) In all the above sub clauses of this article, notice period does not include vacation or leave on loss of pay granted to the employee.
- (l) All applications for higher studies, seeking employment elsewhere, resignations etc will be considered as per their applicability only if the same falls at the end of the semester.



2.10 CONFIRMATION OF SERVICE

On satisfactory completion of the probation, an employee shall be confirmed subject to fulfillment of the criteria given below. No probationer shall be deemed to have been confirmed unless confirmation is conveyed in writing by the Competent Authority.

Criteria :

- (a) A committee framed by the Vice chancellor will be responsible for deciding for the confirmation of an employee.
- (b) The Annual Assessment Report (PBAS for faculty or Appraisal Report for Non-teaching staff) should be satisfactory.
- (c) In case of any non-performer the probation period may be extended for further

one year for improvement.

- (d) The report of the supervisory officers should also be taken as input in preparing the final Report.
- (e) The final Report prepared by the committee shall be sent to the Secretary , SSA for final decision.
- (f) On receiving the approval from the Chancellor who will examine and forward it to the Secretary, SSA the Registrar will convey the confirmation to the employee.



CHAPTER-03

INCREMENT, PROMOTION AND TRANSFERS

Employees who are appointed under incremental pay structure will be given annual increments depending on some constraints as per the management of the University. However, those who are appointed contractual basis, probation or any other payment methods may be allowed lump-sum increments based on the decision of the management and also on yearly basis

Promotion into the next level or any higher position will be based on the record of Annual Performance based Appraisal Report (PBAS) as well as Career Advancement Scheme (CAS) Application Proforma submitted by the Employee to the concerned authority..

The employees working under GCU Assam may be transferred to any Campus or any office established by the University as and when required. Employee should be ready to serve any office established by the University in India or abroad.

3.1 PERFORMANCE BASED APPRAISAL SYSTEM AND ASSESSMENT

The University will follow the latest Performance Based Approval System (PBAS) framed by University Grants Commission (UGC) to assess the performance of the Teachers of the University. Faculty members are to submit the report in prescribed format of Performance Based Approval System (PBAS) form to the University authority to assess the Annual Performance and to be used for the performance appraisal and promotion of the Teachers of the University.

Similarly the non-teaching staffs are also to submit a self Performance Based Approval System (PBAS) Report yearly basis to the University authority to assess the Annual Performance and which will be used for performance appraisal and promotion for non-teaching staffs. However, promotion to the next higher level in case of non-teaching staff will be based on the requirements of the University.

3.2 INCREMENT PROCEDURES

3.2.1. GENERAL

The increment is supposed to be calculated and implemented after completion of each academic year with following few considerations :-

- (i) Increments are applicable only to the employee who is on regular pay scale..
- (ii) Increments may also be applicable to other employees as per the discretion of the



authority and it will be calculated and implemented after completion of each academic year.

- (iii) Faculty member after reaching the top of the scale in a particular pay band would move into the next band while continuing to draw the same grade pay. In case non availability of next higher band the pay of the employee will be stagnant at that level or the University may consider special allowance for the employee.
- (iv) The annual increment is given in the Pay Matrix will be fixed by the University authority in line of the UGC guidelines..
- (v) Increments will be in effect at the 1st August of every year.
- (vi) Employees are entitled to get the annual increment only on completion of at least one academic session.

3.2.1. CALCULATION OF INCREMENT

Calculation of annual increment of the employees is based on performance in their service during the year and is accessed by a committee nominated by the Society.

Final approval of annual increment should be approved by the Secretary /Treasurer of the promoting society.

3.3 PROMOTION – CAREER ADVANCEMENT SCHEMES(CAS)

- (i) The University shall adopt and follow the minimum qualification and experience prescribed by **UGC/ AICTE / PCI / BCI /** any other Regulatory Authorities for consideration of eligibility for CAS promotion for its academic staff/teaching staff
- (ii) The University shall also adopt and follow the minimum qualification and experience prescribed by **UGC/ AICTE / PCI / BCI / Government.** (or any Regulatory Authorities applicable) for consideration of eligibility for promotion for its non- teaching staff .
- (iii) The Board of Management shall, from time to time, prescribe the minimum qualification and experience in respect of such positions for which these are not unambiguously specified, keeping in view the recommendations of the **UGC/ AICTE / PCI /BCI** for similar positions, if any.



3.4 TRANSFERS

Transfer of the employees from one department to another or one Campus/ location to another depends on the requirement of the University time to time. The transfer of the employees will be assessed by the Registrar and Vice Chancellor in consultation with the Chancellor by considering the urgency and requirements. However, a final approval from Board of Management is necessary for each purpose.

CHAPTER-04

PAY AND ALLOWANCES

The Teachers of Girijananda Chowdhury University are entitled to get pay and allowances as per the guidelines of University Grants Commission / All India Council for Technical Education for the teaching staff. The pay and allowances for non-teaching staff are fixed as per the guidelines of the University.

4.1 CLASSIFICATION OF PAY –TEACHING STAFF (AS PER 7th PAY)

According to the 7th Central Pay Commission (CPC), the academic pay structure has moved from the concept of Pay Band and Academic Grade Pay to that of Academic Pay Levels.

- The first academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.

Level	Academic Grade Pay (Rs)
10	6000
11	7000
12	8000
13(A)	9000
14	10000
15	-

4.2 PAY SCALES DIRECT RECRUITMENTS

(a) FOR TEACHING STAFF

The teachers of the University is entitled to get the following pay at the time of joining after the regularization of their job or after successful completion of the probation period:-

Level (Position)	Pay as per 6 th pay commission (Pay Band and Academic Grade Pay (GP))	Level	Pay as per 7 th pay Commission (Pay Level)
Assistant Professor	Rs 15600-39100 (GP Rs 6000)	10	Rs 57700 – 182400
Assistant Professor (Senior Grade)	Rs 15600-39100(GP Rs 7000)	11	Rs 68900 – 205500
Assistant Professor (Selection Grade)	Rs 15600-39100(GP Rs 8000)	12	Rs 79800 – 211500
Associate Professor	Rs 37400–67000(GP Rs 9000)	13(A)	Rs 131400- 217100
Professor	Rs 37400–67000(GP Rs 10000)	14	Rs 144200 – 218200
Sr. Professor	Rs 37400–67000(GP Rs 10000)	15	Rs. 182200-224100

*Pay as per 7th pay Commission are applicable on the basis of Performance of the employee and approved by the Board of Management.

(b) FOR NON-TEACHING STAFF

Level (Position)	Pay as per 6 th pay commission (Pay Band and Grade Pay (GP))	Level	Pay as per 7 th pay Commission (Pay Level)
Multitasking Executive or equivalent	Rs 5200-20200 (GP Rs 2400)	AI	Rs 25500 – 81100
Multitasking Executive or equivalent	Rs 5200-20200 (GP Rs 2800)	AII	Rs 29200 – 92300
Laboratory Instructor / Technician or equivalent	Rs 9300-34800 (GP Rs 3000)	AIII	Rs 35400 – 112400
Laboratory Instructor / Technician or equivalent	Rs 9300-34800 (GP Rs 4200)	AIV	Rs 29200 – 92300
Laboratory Instructor / Technician or equivalent	Rs 9300-34800 (GP Rs 4600)	AIV	Rs 44900 – 142400
Assistant Registrar or equivalent level	Rs 15600-39100 (GP Rs 5400)	10	Rs 56100 – 177500
Deputy Registrar or Equivalent Level(i)	Rs 15600-39100 (GP Rs 7600)	12	Rs 78800 – 211500
Deputy Registrar or Equivalent Level(ii)	Rs 37400–67000 (GP Rs 8700)	13	Rs 118500 – 214100
Registrar or equivalent level	Rs 37400–67000 (GP Rs 8700)	14	Rs 144200 - 218200

*Pay as per 7th pay Commission are applicable on the basis of Performance of the employee and approved by the Board of Management.

(c) FOR LIBRARIANS(As per 6th Pay Commission)/7th Pay Commission



The librarians of the University is entitled to get the following pay at the time of joining after the regularization of their job or after successful completion of the probation period:-

Level (Position)	Pay as per 6 th pay commission (Pay Band and Grade Pay (GP))	Academic Level	Pay as per 7 th pay Commission (Pay band and initial pay)
Assistant Librarian	Rs 15600-39100 (GP Rs 6000)	10	Rs 57700 - 182400
Assistant Librarian (Senior Grade)	Rs 15600-39100 (GP Rs 7000)	11	Rs 68900 - 205500
Deputy Librarian	Rs 15600-39100 (GP Rs 8000)	12	Rs 79800 - 211500
	Rs 37400–67000 (GP Rs 9000)	13(A)	Rs 131400- 217100
Librarian	Rs 37400–67000 (GP Rs 10000)	14	Rs 144200 - 218200

4.3 PROBATION AND PAY ON PROBATION

The period of probation of employees shall be two years in case of Teaching staff who are employed as Teaching Assistant, Assistant Professor / Associate Professor / Professor etc. Similarly for Non-Teaching staff, there shall be one year probation period. The Competent Authority may extend the period of probation of an employee by another one year only if his / her work is not found satisfactory during the period of probation for a term of one year. The service may be terminated by giving one month notice without assigning any reason thereof.

The pay for the teachers at probation as follows:-

Level (Position)	Pay Band (Basic +GP)	Allowance per month
Assistant Professor	Rs 15600 + 6000 = Rs 21000	As fixed by Authority
Assistant Professor (Senior Grade)	Rs 15600 + 7000 = Rs 21000	As fixed by Authority
Assistant Professor (Selection Grade)	Rs 15600 + 8000 = Rs 21000	As fixed by Authority
Associate Professor	Rs 37400 + 9000 = Rs 46400	As fixed by Authority
Professor	Rs 37400 + 10000 = Rs 47400	As fixed by Authority

After successful completion of probation period the teaching staff will be placed as a regularized scale with the terms and conditions of the University.



4.4 PAY AND PERKS FOR CONTRACTUAL TEACHING STAFF APPOINTMENTS

Contractual Teaching staff as fully temporary full time employees of the University appointed for a term for one year and extendable yearly basis as per the requirement of the University. The Pay and perks for contractual teaching staffs is as follows:

Level (Position)	Pay Band (Basic +GP)	Allowance per month
Assistant Professor	Rs 21600	As fixed by Authority
Assistant Professor (Senior Grade)	Rs 22600	As fixed by Authority
Assistant Professor (Selection Grade)	Rs 23600	As fixed by Authority
Associate Professor	Rs 46400	As fixed by Authority
Professor	Rs 47400	As fixed by Authority

4.5 PAY AND PERKS FOR VISITING FACULTY

Visiting faculty / Adjunct faculty / Guest faculty are appointed / engaged on requirement basis of the University. Moreover personnel from other Higher academic institutes /

Industries visits the University for special class / lecture, then , he is paid as per the following :-

Level (Position)	Remuneration
Faculty from State University: /Deemed to be University	Rs 3000/-
Professor from Institute of National Importance like IITs, IIMs, NITs and IoEs	Rs.5000/-
People from Industry (level of Manager)	Rs.3000/-
Regular visiting / adjunct faculty - Professor	Rs 1500/- per class
Regular visiting / adjunct faculty – Associate and Assistant Professor	Rs 1000/- per class

4.6 POLICY FOR ENGAGEMENT OF GUEST FACULTY

- (i) In addition to the regular faculty members, the GCU may also engage faculty members for various subjects/disciplines on temporary basis as GUEST FACULTY.
- (ii) The engagement of guest faculty shall be purely temporary and no claim for regularisation shall be admissible.
- (iii) The Eligibility criterion for the GUEST FACULTY shall be at per with the regular faculty and as per UGC/AICTE/ PCI guidelines and norms whichever is applicable.
- (iv) The Department Advisory Committee shall submit the proposal for engagement of Guest faculty along with a list of probable candidates with their CV' for consideration to the HR Department. Minimum 3 CV's to be submitted against any vacancy.
- (v) A selection committee comprising same members as in case of recruitment of regular faculty, however without the external expert member shall conduct an interview for final selection.
- (vi) The committee shall forward their recommendation to the Registrar, GCU for consideration. The selected candidate shall be engaged only after receiving approval from the Vice Chancellor.
- (vii) For renewal or re-engagement of a guest faculty the proposal and recommendation of the DAC is mandatory.
- (viii) Remuneration will be made in the following mode:
Monthly consolidated salary of Rs 25,000/- (for conducting a minimum of 12 classes per month) will be given. However, if the number of classes per month actually falls short of 12 classes, the actual amount for the number of classes conducted will be calculated and paid based on the monthly amount of Rs 25,000/-. If the classes conducted exceed 12 numbers, the monthly amount will be capped at Rs 25,000/-.
- (ix) The maximum period of engagement of a guest faculty in a semester at a stretch shall



not exceed more than 5 (five) months.

- (x) The guest faculty may need to come to the University if need arises related to the course taught even after the expiry of the working tenure.
- (xi) The Guest Faculty shall be responsible for maintenance of all records of the course/subject taught by him/her and complete the assessment and evaluation of the same as per departmental requirement.

4.7 EMPLOYEES OTHER ALLOWANCES

TRAVELLING ALLOWANCE



Level (Position)	Mode	Class
Chancellor/ Pro-Chancellor/Vice-Chancellor	Air	Economy class
Pro-Vice Chancellor/Registrar /Director General/ Director/Dean/ Professor/Associate Professor (II)/Department Head	Air	Economy class
Pay Band Rs 15600 – 39100 and above (as per Sixth Pay Commission)	Rail Road	AC 2 tier
Others	Rail Road	AC 3 tier
Chancellor/ Pro-Chancellor/Vice-Chancellor	By Road	AC Taxi
Pro-Vice Chancellor/Registrar /Director General/ Director/Dean/ Professor/Associate Professor (II)/Department Head	By Road	do
Pay Band Rs 15600 – 39100 and above (as per Sixth Pay Commission)	By Road	do
Others	By Road	Public Transport
Faculty Member or employee	Own Car	Rs 10/- Per Km

4.8 EXPECTATIONS AND REMUNERATION OF INTERNATIONAL HONORARY PROFESSORS

Role	Description	Remuneration
Honorary Professor	Expected to deliver minimum of 40 hours online classes in any discipline per semester. Schedule & Topic will be agreed mutually as per convenience of faculty.	Rs. 1,20,000/- per semester (maximum)

4.9 PRESENTATION OF PAPERS IN NATIONAL AND INTERNATIONAL SEMINARS & CONFERENCES

Faculty members shall be entitled to attend National and International Seminars and conferences for presentation of papers in their respective fields. The financial assistance is provided by the University on receiving application from the faculty member in advance which may be approved by the Vice Chancellor / Chancellor / Board of Management as assigned by Promoting Society.

4.10 MEDICAL BENEFIT

All the Regular employees of GCU, Assam are entitled to get health insurance, renewed yearly basis as per the policy of the University.

4.11 DEARNESS ALLOWANCE

All the regular employee of the University is entitled to get Dearness Allowance as per University policy revised time to time.

4.12 ADVANCE INCREMENTS

- (a) Five non compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of PhD awarded in relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by UGC.
- (b) Faculties who complete their PhD degree while in service shall be entitled to three non compounded increments if such PhD is in relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrollment, coursework, evaluation etc.
- (c) The Board of Management of the University shall be competent authority to sanction such advance increments.
- (d) Advance increment for any other position may be granted at the discretion of the competent authority.



CHAPTER-05

LEAVE RULES

Leave Rules are already approved, implemented, uploaded in the GCU website and same will be incorporated here.



CHAPTER-06

WORKLOAD AND WORKING DAYS

6.1 WORKLOAD

The workload of the teachers will as per the norms of the UGC amended time to time. The present norms of the workload of the teachers are as:-

- (i) 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.
- (ii) It should be necessary for the teacher to be available for at least 7 hours daily in the University, out of which at least 2 hours for mentoring of students (minimum 15-20 students per Mentor) 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.
- (iii) The minimum direct teaching-learning process hours should be as per UGC is as follows:
 - (a) Assistant Professor :- 16 hours
 - (b) Associate Professor and Professor :- 14 hours
- (iv) A relaxation of two hours in the workload may, however, be given to Professors and Associate Professors who are actively involved in extension activities and administration.

6.2 WORKING DAYS

The University adopted at least 180 working days

- (i) There should be a minimum of 30 weeks of actual teaching in a 6-day week in general with 1st and 3rd Saturdays will remain as holidays. However, in case of examination or any special events the University authority may open 1st and 3rd Saturdays and may be compensated with other Saturdays.
- (ii) 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, University day, etc.,
- (iii) 8 weeks for vacations and
- (iv) 2 weeks may be attributed to various public holidays.

The above is summarized as follows:

Categorisation	Number of weeks (6 days a week pattern#)
Teaching and Learning Process	30 weeks (180 Days)
Admission / Examinations Preparation of Examinations	12 weeks
Vacation	6-8 weeks
Public holidays (to increase and adjust teaching days)	2-4 weeks



with 1st and 3rd Saturdays will remain as holidays



CHAPTER-07

CAPACITY BUILDING AND CAREER DEVELOPMENT

Girijananda Chowdhury University has to grow with the growth of the capacity of its employees both professionally and at the personal levels with increase of the competence level to compete with the fast changing world. Schools and departments are encouraged to increase the competency level by using different learning resources as well as interacting with the outer world by attending training, workshops, symposium, short term, long term, faculty development programmes, courses which are beneficial to the students as well as professional growth of the employee concerned.

7.1 PROFESSIONAL DEVELOPMENT AND LEARNING RESOURCES

The University has wide variety supports for professional development of the employees especially for the faculty members. The supports includes:-

- (a) Allowing faculty members to join seminars, workshops, symposiums conducted by national level institutes like IIT, AICTE, IIM etc.
- (b) Conducting Seminars, workshops, faculty development programmes at the University either in departmental or institute level.
- (c) Subscription of online and offline journals to enhance the knowledge of research scholars and students.
- (d) Laboratory and workshop facilities to be used for research and project works,
- (e) Utilising laboratory facilities supported by AICTE, DST such as IDEA lab, DST supported labs sponsored by AICTE, DST for high performance computing and research facilities.



7.2 ATTENDING FDP, SEMINARS, WORKSHOPS

- (a) University allows faculty members to attend Faculty development Programmes (FDP) to enhance the knowledge on the subjects changed with fastest change with technology and knowledge.
- (b) University allows the faculty members to attend seminars and workshops conducted in house as well as outside the University. However such approval should not hamper the normal activities of the department.

7.3 ATTENDING CONFERENCES, PAPER PRESENTATIONS, PUBLICATIONS

- (c) The University encourage its teachers in to attend conferences in different research

areas and topics. The University also provides financial assistance to attend the seminars, conferences and presentation of research papers.

- (d) It is expected that the teachers should take maximum benefit provided by the University to their professional and academic growth.

7.4 CONTRIBUTION TO MOOCS, ONLINE TEACHING MATERIALS, VIDEOS

- (a) The Multimedia tools and development centres will provide facility to create e-learning materials for the benefits of the students and others.
- (b) Free internet and library facilities to search and study research materials.
- (c) Teachers are expected to utilise the online facility as well multimedia centre facilities to create online materials for the students as well as others.
- (d) Teachers should complete MOOCS courses to uplift their professional growth.

7.5 PROFESSIONAL REPRESENTATION

It is thought that each employee working under various departments / sections represents the University when interacting with the stakeholders such as students, visitors, guardians and other employees. So it is always expected that any such interaction should bring a good image to the university part and all such interactions should be healthy in nature.

The University also expects all the employee should report to their job with neat and clean dressed appropriate to their position and job.

7.6 360 DEGREE FEEDBACK FOR TEACHING STAFFS

All the faculty members are to submit 360 degree Feedback form yearly basis to IQAC as per the policy of the University.



CHAPTER-08

CODE OF PROFESSIONAL ETHICS

(Courtesy: DRAFT UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018)

8.1. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition

Teachers should

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

8.2. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their



individual needs;

- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

(Every teacher should act as Mentor for a group of 15-20 students)

8.3. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

8.4. TEACHERS AND AUTHORITIES

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as



practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

8.5.TEACHERS AND NON-TEACHING STAFF

Teachers should:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

8.6. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8.7. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



CHAPTER-9

CONDUCT AND DISCIPLINARY RULES

9.1 STANDARDS OF CONDUCT

The rules and standards of conduct for Girijananda Chowdhury University described in this chapter are very important and it is expected that every employee should follow these rules for smooth running of the University. All employees are to become familiar with these rules and standards. Any employee who deviates from these rules and standards will be subjected to corrective action, up to and including termination of employment. The following list is an example of conducts which are unacceptable in the University premises.

- Disrespectful conduct to the other employees including violent and abusive behaviour.
- Unauthorised removal or possession or damage of university property
- Theft of University Property.
- Preparation and presentation of false timekeeping records.
- Partiality or biased administration.
- Possession, distribution, sale, transfer or use of alcohol or illicit drugs and smoking in the workplace.
- Fighting or threatening violence in the workplace including disruption of normal activities.
- Sexual or other unlawful or unwelcome harassment.
- Using University equipment for purposes other than business.
- Unauthorized disclosure of business “secrets” or confidential information.
- Misappropriation of University money in any manner.



9.2 CONDUCT RULES

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall, always, act in the interests of the college.

- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Competent Authority, in writing, through the respective HOD or the Competent Authority directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall subscribe or aid or assist in any manner to any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the University.
- f) No employee can engage himself or herself in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the University.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the University regarding the details thereof.
- i) No employee shall except with prior permission of the competent authority, recourse to law or to the press for the vindication of any official act of the University which has been the subject matter of criticism or attack of defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the University will be subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body of the Society and thereon their decision will be final and binding on the employee.
- l) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts deterrent punishment.



CHAPTER-10

PENALTIES AND APPEAL

10.1 PENALTIES

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty as well as breach of conduct as detailed in Chapter-9. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself. The misconducts attracting disciplinary action / penalty are categorised in the following ways:-

10.2 MISCONDUCTS



Types	Misconducts
Minor	(a) Absence from duties without prior permission / intimation . (b) Negligence of work in performing duty including maligning or slowing down of work. (c) Interference or tampering with any safety devices installed in the premises of the University. (d) Use of alcohol or illicit drugs or disorderly or indecent behaviour in the premises of the University or outside such premises where such behaviour is related to or connected with the employment. (e) Taking photos or shooting videos for unethical use. (f) Improper use of amenities supplied to facilitate the discharge of his/her duties. (g) Habitual late or irregular attendance. (h) Accepting gifts from anyone other than relatives with vested interest
Major	(a) Theft, fraud or dishonesty in connection with the business or property of the University or property of another person within the premises of the University. (b) Taking or giving bribes or any illegal gratification. (c) Furnishing false information regarding his/her name, age, father's name, qualifications, caste, ability or previous experience or services or any other matter relevant to the employment at the time of employment or during the course of employment. (d) Acting in a manner prejudicial to the interest of the University/ Institute. (e) Wilful insubordination or disobedience whether or not in combination

	with others of any lawful and reasonable order of his superior.
	(f) Damage to any property of the University.
	(g) Gambling within the premises.
	(h) Collection without the permission of the competent authority of any money within the premises of the University except as sanctioned by law of the land for the time being in force or rules of the University.
	(i) Commission of any act which amounts to a criminal offence including moral turpitude and sexual harassment.
	(j) Commission of any act subversive of discipline or of good behaviour.
	(k) Abetment of or attempt at abetment of any act which amounts to misconduct.
	(l) Unauthorized communication of information.
	(m) Unauthorized raising of any fund.



10.3 TYPES OF PENALTIES*

Types	Penalties
Minor	Warning
	Censure
	Pay cut
	Stoppage of salary
	Stopping increments
	Recovery of whole or Part of any financial loss caused by him
Major	Demotion to lower grade
	Suspension from service
	Compulsory leave with pay cut
	Dismissal of service

* Penalties will be decided by the competent authority of the University.

10.4 PROCEDURE FOR DISCIPLINARY PROCEEDINGS FOR MAJOR PENALTIES

- (1) Employees are liable for penalties for any misconduct only after an enquiry held and the decisions are based on the enquiry report submitted by the enquiry committee or person(s) authorised for the enquiry..
- (2) The disciplinary committee shall frame definite charges on the basis of the evidence on record on which the enquiry is to be held. All the charges are to be furnished with evidences and the self declaration from the complainant. The list of document on which the charges are based shall be communicated to the charged employee in

front of a disciplinary meeting or in writing and will be given chance to submit evidence(s) or documents to the disciplinary committee on for disproving the charges against him/her.

- (3) Based on the application from the charged employee and on receipt of the written statement of defence from the charged employee or if no such statement is received within the time limit specified in the charge sheet, the disciplinary committee may institute inquiry into such of the charges as are not admitted by the charged employee.
- (4) The Disciplinary Board or enquiry committee formed for the purpose will cross check all the evidences submitted by the complainant as well as the charged employee.
- (5) The Disciplinary Board or enquiry committee may go for hearing from complainant as well as the charged employee. The charged employee will be given opportunity to present his defence through oral or documentary evidences towards which he may submit a list of witnesses and list of additional documents which he / she has not submitted earlier.
- (6) At the end, Disciplinary Board or enquiry committee will prepare a report for final conclusion with or without the probable penalty(if admissible) to the Registrar of the University for final notice and order.
- (7) The final conclusion with any penalty, thereof, will be communicated to the Complainant and the charged employee in black and white for necessary action(s).

10.5 APPEAL TO THE AUTHORITY

- (1) An employee shall have the right to appeal against an order passed by an Authority imposing on him any of the penalties specified.
- (2) An appeal shall lie against any orders passed by the Concerned Authority OR to the authority immediately above the Concerned Authority.

10.6 PROCEDURE FOR RESOLVING APPEAL

- (1) If required, an appeal for any penalty should be resolved by a committee formed by the appropriate authority as it deemed for.
- (2) Every employee submitting an appeal shall submit the same separately in his/her name.
- (3) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all materials statements and arguments on which appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (4) It shall specify the relief desired.
- (5) It shall be submitted through proper channel.



- (6) it shall be submitted within 30 days of communication of the order.
- (7) The decision of the Committee will be the final decision.



CHAPTER-11

PERFORMANCE MANAGEMENT OF EMPLOYEES

11.1 OBJECTIVES

Performance Management is a means of getting better results from organization, teams and individuals by understanding and managing performance within an agreed framework of planned goals and standards set for the University.

- a) For focusing on the employees on achieving the best in their jobs.
- b) To satisfy their developmental needs to improve performance and realize their potential.

11.2 PERFORMANCE MANAGEMENT PROCEDURE

TEACHING STAFF

Performance of Teaching staff is assessed using the following methods:-

- (a) Annual Performance Based Appraisal System (PBAS) is collected from the teaching staff to assess the performance in three basic areas:
 - (i) Teaching and Learning
 - (ii) Co-curricular and Extra Curricular activities
 - (iii) Research Contributions
- (b) 360 Degree feedback is also taken yearly basis to assess the performance of the teaching staff.
- (c) Students Feedback are collected online by the HR department. This feedback is forwarded to the HoD's for review and necessary actions. Review reports are maintained in the HR department..

NON TEACHING STAFF

- (a) Self Appraisal Report(SAR) is collected from the non- teaching staff to assess the performance.
- (a) Feedback from Reporting authority is mandatory for accessing the performance of non-teaching staff.

11.3 ASSESSMENT

There will be a fair and objective system of evaluation to record observations and grade the employee in the prescribed forms of performance assessment by a Review Committee designated by the management. Such evaluation should be made once a year and it shall be communicated to the employee concerned for improvement and greater benefit of the University. It will taken into account during the promotion of the employee.



CHAPTER-12

EMPLOYMENT RECORDS

12.1 EMPLOYMENT RECORDS

The employment records are kept and maintained by the HR Department.

12.2 PERSONAL FILES

Personal files/ service book (hard copy) for each and every employees teaching or non-teaching will be created by the HR Department for record. The personal file of an employee contain the following record:

- (i) Details of qualification of the employee starting from HSLC to the highest qualification gathered by the employee.
- (ii) Address and permanent resident details.
- (iii) Details of previous experience if any.
- (iv) Details of training, workshops, FDP's attended etc.
- (v) Details of annual increments.
- (vi) SAR/ PBAS (for teaching staff)
- (vii) Any other information created time to time.

12.3 RECORD KEEPING AND DIGITISATION

All such records described in 12.2 should be digitised and kept in ERP by the employee concerned such that, the records can be accessed by higher authority time to time.

12.4 SERVICE BOOK AND PERIODICAL UPDATION

Hardcopy of the Service book must be updated yearly basis by HR department. The employees should submit the necessary hardcopy of the documents to the HR department to update the personal records of the employee concerned.



CHAPTER-13

GENERAL AND RETIREMENT BENEFITS

13.1 CONTRIBUTORY PROVIDENT FUNDS (CPF)

- (a) All teaching and non teaching staff and no-teaching staff, who are in regular pay scale, shall subscribe every month to the Employees' Provident Fund, a sum not less than 12% of their basic pay or 12% of Rs. 15000/- whichever is lower.
- (b) The Institute shall subscribe an amount equal to contribution of the employee. These rules shall be governed by the Employees Provident Fund & Miscellaneous Provisions Act, 1952 that are and will be in force from time to time.
- (c) An employee is eligible for Contributory Provident Fund (CPF) after six months of service to the organisation.

13.2 ESIC

- (a) The employees who are getting salary less than equal to Rs. 21,000/- per month are covered under the scheme.
- (b) The contribution ratio of employee and employer is 0.75% : 3.75%

13.3 OPTIONAL NPS

Faculty member who want to join National Pension Scheme (NPS) may join the scheme under the University banner. However, the contributions should be made by the employees as per the rule governed by the Pension Fund Regulatory and Development Authority (PFRDA), Govt. of India.

13.4 GRATUITY RULES

- (a) Any employees who retires, resigns, terminated (except under disciplinary actions) , dies on service shall be entitled to gratuity in accordance with the Gratuity Act of the University.
- (b) The employees are eligible for the claim for gratuity, if he or she satisfactorily completes minimum of five years of regular service in the University.

13.5 GROUP HEALTH INSURANCE

University has the provision for Group Health Insurance with a equal contribution from the employee as well as employer .



CHAPTER-14

SAFETY AT WORKPLACE

14.1 GENERAL

The Girijananda Chowdhury University, Assam is committed to create a safe, secure and violence free environment for the employees across the campus. Several Committees are formed for reviewing the safety and security inside the campus especially women from time to time and issuing guidelines for the same.

Gender sensitisation of each and every individual on the campus including the vice chancellor, deans, registrar, the administrative officers, all the teaching and non-teaching staff, students, research scholars, all service providers and workers (permanent, temporary and contractual) will pave the way for making the GCU campus safe and secure for all with special emphasis on women.

14.2 PROCEDURES FOR ENSURING SAFETY

- (a) Infrastructural facilities and amenities for safe and secure environment are assured by creating the facilities :
- (i) Lift (elevators) are to be used for higher floors and for the specially-abled, aged and elderly employees.
 - (ii) Separate bath and washrooms for gents and ladies for each floors.
 - (iii) Full time House keeping and sweeping staffs in the University.
 - (iv) Broader passage and evacuation route indicators inside the buildings.
 - (v) Fire and safety arrangements each floor with timely mock drill records.
 - (vi) Wheel chairs in emergency and urgent medical and health reasons.
 - (vii) Full time Doctor, Nurse. Medical staff and ambulance facilities.
 - (viii) Helpline numbers are displayed at prominent places.
 - (ix) 24 hours power and water supply facilities.
 - (x) All the public spaces on the campus such as streets, libraries, corridors, playgrounds, parks, sports stadia, laboratories, libraries, parking lots should be under CCTV surveillance .
- (b) Women Cells such as Gender Sensitisation, Policy Implementation and Monitoring and Grievance Redressal cells are formed to assure safety and security for woman.
- (c) GCU, Assam advocates a zero tolerance policy with respect to sexual harassment and gender based discrimination on the campus.
- (d) Gender sensitization seminars, contests/exhibitions/debates/ and film screenings should be organized regularly to sensitize the students, teachers and other staff about the existing gender stereotypes that reinforce gender based discrimination



and violence are conducted time to time.

14.3 HARASSMENT INCLUDING SEXUAL HARASSMENTS

Internal Complaint Committee (Sexual harassment of women at workplace) is looking after the harassment including sexual harassment of the employees of the University.

GCU, Assam is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If one believes that he/she has been the victim of harassment or know of another employee who has, it should be reported immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly inform their supervisor/reporting authority/ HR department who will handle the matter in a timely and confidential manner.

14.4 ILLEGAL ACTS WITH SUBSTANCES AND USE

The manufacture, distribution, possession, sale or purchase of drugs, alcohols or any controlled substances of abuse at University campus is strictly prohibited.



CHAPTER-15

MAINTENANCE OF STANDARDS

(Courtesy: DRAFT UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018)

In order to maintain the academic standards in higher education the following recommendations shall be adopted by the Girijananda Chowdhury University, Assam:-

- (i) The process for evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC regulations and their amendments from time to time, in this regard.
- (ii) All newly recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- (iii) Ph.D. shall be made desirable requirement for recruitment and promotions in accordance with the provisions laid down in these regulations.
- (iv) Research clusters shall be created amongst the universities/colleges/research institutions within in the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- (v) An induction / Orientation programme of one month shall be introduced for all newly recruited Assistant Professors in the universities ideally before the starting of their teaching work but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centers of UGC, Orientation / induction Programmes of Universities/Institutions with Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also be organized as per their mandate.
- (vi) These induction programmes will be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of UGC for the purpose of CAS requirements. Universities/Colleges/Institutions shall send the faculty members in a phased manner so that teaching does not suffer.
- (vii) All short term and long duration capacity building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these regulations.



CHAPTER – 16

ANNEXURES

ANNEXURE NO	Description	Available at
I	Performance Based Appraisal System (PBAS) form (Teaching Staff)	https://gcuniversity.ac.in/internal-quality-assurance-cell-igac-gcu-assam/
II	Career Advancement Scheme (CAS) form- for teaching staff	https://gcuniversity.ac.in/internal-quality-assurance-cell-igac-gcu-assam/
III	AICTE 360 Degree appraisal form	https://gcuniversity.ac.in/internal-quality-assurance-cell-igac-gcu-assam/



CHAPTER – 17

REFERENCES

Reference	Description	Link
01	UGC Regulation 2018 (draft)	https://www.ugc.gov.in/pdfnews/5323630_New_Draft_UCGRegulation-2018-9-2.pdf
02	UGC Regulation 2018	https://www.ugc.gov.in/pdfnews/4033931_UCG-Regulation_min_Qualification_Jul2018.pdf
03	AICTE handbook and prospectus	https://aicte-india.org/sites/default/files/approval/APH%20Final.pdf

[Note : This draft Service Rule has been prepared taking reference from service rule of KIIT, AMITY, SMIT, Gauhati University etc]

