



Unveiling Excellence

# USTM

# HR APPRAISAL



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# **CHAPTER XXII**

# **HR POLICY**

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## **RECRUITMENT POLICY**

Recruitment policy of USTM aims at selecting best candidates through a fairly laid down selection process. In the process of faculty selection in addition to academic credentials weightage shall be given to experience in industry, teaching and research while taking into account aptitude and passion for teaching together with other competencies as teacher.

**Purpose:** The purpose of recruitment of USTM is to acquire on continuous basis and in a cost effective manner, the optimum number of high quality employees for the operations and development of USTM. The following guidelines seek to ensure transparency and fairness throughout the recruitment process and maximize the diversity of applicants.

### **Manpower requirement:**

- The requirement of teaching, non-teaching positions and all internal promotions due shall be placed before the Academic Council/Board of Governors twice a year, before commencement of each Semester for its approval. Appointment/Promotion beyond the sanctioned strength may only be made with the approval of the Chancellor.
- The recommendation of duly constituted Selection Committees for all positions shall be submitted to Chancellor for his approval.

### **Recruitment**

- Advertisement: Generally, one or more of the following recruitment approaches, to be decided by the Selection Committee, can be adopted to identify interested and suitable candidates. Advertising the post helps communicate clearly and openly to the public the requirements of the position and the selection criteria which apply. The methods for advertising the post shall include:
  - Advertisement in Press :
    - a. Advertising in the local and national press and journals;
    - b. Advertising on USTM website and.

### **Executive Search:**

- Engaging Recruitment Consultants to tap into private sector networks to locate potential candidates so that they can reach a wide pool of candidates, and can reduce the time burden on the Selection Committee. In using executive search, the following points shall be considered:
  - a. Engagement of search consultant firm with good reputation, extensive search experience and proven track record shall be considered;
  - b The consultant should show a commitment to diversity and equality issues and demonstrate how such commitment is reflected in its practice and approach; and
  - c. Precise job descriptions and person specifications should be agreed between the consultant and the Selection Committee.

### **Network Referrals**

Using the Senior Executives of other public and private sector organizations and institutions for referral and identifying potential candidates.

### **Internal Candidates**

Continuity at various level can be beneficial to the operation of USTM. Internal candidates with the relevant qualification and experience may be recommended for the consideration of the Selection Committee.. Any internal candidates will be evaluated on the same basis vis-à-vis other candidates. Where an internal candidate and an external candidate for the same position are deemed to have comparable qualifications, experience, and competencies, etc., the internal candidate will be given preference.

### **Composition of Selection Committee**

There shall be the following Selection Committees for making recommendations to the Board of Management for appointment. The selection made by these committees must have to take Sponsor's prior approval before sending their names to the proper authorities for appointment. Selection Committees of different compositions shall be constituted by the Vice Chancellor to shortlist and interview the prospective candidates for the positions of teaching and nonteaching staff. The Selection Committee shall consist of a minimum of 5 members namely, Chancellor, Vice Chancellor, Advisor, Director HR and Registrar.

**Selection Criteria:** The following two sets of selection criteria shall be considered in the recruitment process:

#### **Short listing Criteria**

- The shortlist criteria shall focus on the factual requirements and specification. In short-listing candidates for interview, the following factors shall be considered:
  - a. Academic, professional and technical qualifications;
  - b. Relevant work experience; and
  - c. Leadership and management experience.
- There shall be no discrimination on the grounds of age, sex, marital status, family status, sexual orientation, disability, race, nationality or religion in any circumstances. All candidates shall be assessed fairly and equally irrespective of the sources they come from.

#### **Final Selection Criteria**

The final selection will be made on the basis of interviews and discussions following the initial shortlist. The final selection criteria shall focus on personal qualities, attributes and competencies, past performance, aspirations, communication and interpersonal skills, professional and personal integrity.

**Reference Check:**

Reference check shall be conducted at the final stage of the selection process with prior permission of the selected candidate or shall be conducted immediately after the candidate has accepted USTM offer of employment, whichever is practicable. All offers shall only be finalized subject to the receipt of satisfactory references. If a candidate is found to have provided false information or have misrepresented any information or have not disclosed any material facts in his or her application, it shall be deemed to be sufficient grounds for USTM to withdraw the offer or terminate his or her service summarily, as the case may be.

**Approval:** The appointments of the Faculties and Officers of Administration are subject to the approval of the Board of Management.

**Offer and Acceptance:** Remuneration packages for the candidates and terms and conditions shall be negotiated and determined on an individual basis and offer shall be made. Once the offer is accepted formal appointment will be issued.

**Employment formalities:****Vetting of Documents:**

Prior to confirmation of appointment, the Human Resources Department will ensure that the candidates are lawfully employable valid identity documents. Candidates are required to certify their qualifications and working experience by producing the original copies of their academic and professional credentials, reference letters from previous employers and other relevant documentation.

**Reference Check:**

Reference check will be conducted with the previous employer as far as practicable, immediately after a candidate has accepted USTM offer of employment or after his joining. If an employee is found to have provided false information, misrepresented or not disclosed any material facts in his application, it shall be deemed to be sufficient grounds for USTM to terminate the employee's service summarily, unless the employee can give a satisfactory explanation.

**Reporting:**

On their first day of employment, new recruits will usually report to the Registrar, USTM to complete the engagement formalities and attend a brief induction before they report for duty to the designated Department/Office/position.

**Induction:**

New employees will be invited to attend a Staff Orientation Program conducted by the Human Resources Department of USTM to help them better understand the mission, objectives and organization structure of USTM, as well as its rules and regulations, and code of conduct. Heads of Department/Section should arrange for new employees' job induction once they have reported for duty.



## **PROBATIONARY PERIOD**

### **PURPOSE:**

- The purpose of the probationary period is to allow time for new employees and USTM to ensure that their expectations on employment and job performance are met.

### **POLICY:**

- Unless otherwise stated in the contract of employment, all faculties and administrative staffs are required to undergo a probationary period of six months and three months respectively.
- Subject to satisfactory performance, employees will be confirmed after the probationary period as permanent employees of USTM and eligible for employee benefits as applicable.
- During the probationary period, the notice period required to terminate employment by either USTM or the employees is one month.

### **EXTENSION OF PROBATIONARY PERIOD OR TERMINATION OF EMPLOYMENT**

- If the Head of Department/Section considers that the performance or working attitude of a new employee is not satisfactory and a longer period of observation is required, the employee will be requested to undergo an extended probationary period, normally for another three months. Employees who perform unsatisfactorily or are not suitable for the job may be terminated at any time in accordance with the policy for Termination.
- If the Head of Department/Section decides to extend the probation or terminate the service of the employee, he should state his intention clearly at least twenty days before the expiry of the probationary period of the employee. Where assistance is required on employee training, counseling or disciplinary action, the Human Resources Department will work closely with the Head of Department./Section

### **CONFIRMATION OF EMPLOYMENT**

- Thirty days before the probationary period expires, the Human Resources Department will assess through the Heads of Department/Section the new employees' performance and suitability for employment.
- The Heads of Department/Section should assess the performance of their new employees during the probationary period and recommend if their employment should be confirmed. If the employee serves his probationary period satisfactorily, he will be confirmed as a permanent employee and a letter of confirmation will be issued to him through his Head of Department/Section by the Human Resources Department.

## **PERFORMANCE APPRAISAL POLICY**

Such executives of the University as may be specified by the management to act as Reporting Officer and Reviewing Officer shall report each year on the work and conduct of the members who had served under them in the preceding year and forward their assessment reports in the prescribed format to the Registrar/ HR Officer by a prescribed date. Any adverse comments may be communicated to the employee concerned by the competent authority so that he/she makes concerted efforts for significant improvement of his/her performance in the required direction.

We have a performance appraisal system with adequate promotional avenues for the teaching & non-teaching staff. An appraisal & promotion committee evaluates and recommends increments, promotions, reward & recognitions. Staff welfare is of importance and hence welfare measures are in place for all. Management views these areas with seriousness, as an unified family working towards a common goal.

### **Teaching Staff:**

CAPE committee consists of Vice Chancellor, Registrar, and Controller of examinations, Academic Registrar, who evaluates and does appraisal scoring under DAPE & FAPE.

FAPE – Faculty assessment & performance evaluation – parameters evaluated for faculty.

DAPE – Departmental assessment & performance evaluation – parameters evaluated for HoD.

Scoring under the attributes is done by various respective authorities as a 360 degree evaluation and a final score is arrived at for DAPE and FAPE both. These scores form the basis of annual performance evaluation of the faculty and HoDs for deciding the increments, promotions, rewards and recognitions.

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

For the junior non-teaching staff, the members are evaluated by the appraisal committee which consists of Registrar, Academic Registrar, Dy. Registrar, 2 Sponsor nominee and 2 faculty members. Appraisals are done on qualitative inputs of punctuality, regularity, job involvement and they are graded in three scales for increments.

As for the senior non-teaching staff, the evaluation is done by the Vice Chancellor, Registrar and Two senior professors nominated by Sponsor. Basis the parameters like execution, performance and contribution, the increments are decided.

Potential promotion candidates are evaluated for promotion basis the ratings as per positions available.

## PROMOTION POLICY

### Purpose:

USTM aims to provide career advancement opportunities for employees to develop and utilize their potential whenever possible, while at the same time recognizing their outstanding performance.

### POLICY:

- It is in the interest of both the USTM and the individual that employees be encouraged to seek and gain advancement within the organizations. Whilst the management reserves the right to appoint the most suitable person to any particular post, whether an internal candidate or external one, it is the USTMs policy to promote from within whenever and wherever possible.
- The basic principles of USTM are equal opportunities, non-discriminatory and the best person for the job. Selection for promotion should be based on merit with due consideration of the following factors:
  - job knowledge and technical know-how;
  - competence and potential;
  - performance and quality of work;
  - academic/professional/technical qualifications;
  - honesty, integrity and commitment to work;
  - working attitude and interpersonal skills; and
  - personal attributes and tact.
- Age, sex, marital status, family status, disability, race, nationality or religion should not be considerations for promotion.
- Promotion based on merit provides pathways or potential avenues for employees to aspire for higher grades, so as to maintain a clear and stable career development structure enabling the advancement and retention of quality staff.
- Whenever vacancies arise, USTM will consider the possibility of promoting existing employees from within before recruiting externally.
- Under normal circumstances, Heads of Division/Department may recommend promotion for their employees, if they meet the requirements of and are suitable for the vacant positions.
- Alternatively, employees who fulfill the requirements of and consider themselves suitable for the vacant positions may apply for the positions by responding to internal vacancy announcements.
- To be eligible for promotion to the next higher grade, employees should have demonstrated potential for further development and possess relevant experience, qualifications and attributes prescribed for the position..
- Normally, employees will be promoted to positions which are one grade higher than their current ones.
- On promotion to a higher grade, employees will normally receive the entry pay of the new grade or a promotional increase which is equitable to other employees of the new grade. They will also be eligible for benefits applicable to the new grade.



## Teaching Staff Promotion Criteria:

### I. Assistant Professor:

#### Eligibility:

i) Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degree). Appointment of Assistant Professor or equivalent positions in University subject to the fulfillment of the following conditions:-

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.
- (f) As above are to be certified by the Registrar/ Dean (Academic Affairs).

ii) NET/SLET/SET shall also not be required for such Masters Program in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Whilst the management reserves the right to appoint the most suitable person to the post, whether an internal candidate or external one, it is the USTMs policy to promote from whenever and wherever possible.

### II. Associate Professor:

#### Eligibility:

- i.) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii.) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii.) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals
- iv.) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

Whilst the management reserves the right to appoint the most suitable person to the post, whether an internal candidate or external one, it is the USTMs policy to promote from whenever and wherever possible.

### **III. Professor:**

#### **Eligibility:**

i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals

(ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries with evidence of having successfully guided doctoral candidate.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process or an outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.

Whilst the management reserves the right to appoint the most suitable person to the post, whether an internal candidate or external one, it is the USTMs policy to promote from whenever and wherever possible.

### **INCREMENT POLICY**

- Increments will be assessed and awarded on a yearly basis (July- June).
- Increments are applied in the month of September every year.
- Increments are awarded based on overall Performance Appraisal.
- Minimum 10% of increment on the current Salary.

## **EMPLOYEE WELFARE POLICY**

USTM is having a great effective Welfare Policy for the teaching as well as non-teaching staff and management deals with them as an unified family working towards a common goal.

### **Emoluments:**

- Annual and special incentives based on performance for the staff.
- Special Increments are given as reward & motivate on award of PhD and higher degrees.
- Cash incentives on coming up with publications, which keeps the other members also motivated.
- Annual increments on emoluments based on the appraisal system

### **Leave Policy:**

We have a convenient leave policy for the benefit of all the staff members.

### **Personal and Professional Development:**

- Our teaching and non-teaching staffs are given support & opportunity for further higher studies.
- Reduced workload is ensured for the staff during their PhD programs.
- Research fellowship amount is given to the selected in house research scholars.
- Research scholars are given partial fees waiver to facilitate and incentivize the research.
- Annual felicitation ceremony organised every year awarding, honouring, celebrating the contribution and success of each and every faculty and staff member of the University.
- Specific need based personal and professional development programmes every semester are organised with known experts in their respective fields.

### **Financial Support:**

- Community bank in the campus to facilitate exigency loan facility for the staff and students.
- Interest free Car, house, marriage and personal loan facility provided for all the permanent staff members depending on merit of the requirement.
- Extraordinary loan for any urgent financial need on case to case basis.

### **Health:**

- University health centre to render day care medical services.
- Yoga clinics are conducted for health and relaxation techniques.
- The University implements the ESI (Employees' State Insurance)/ EPF (Employee Provident Fund) as per mandate for eligible teaching & non-teaching staff.

### **Campus Infrastructure:**

- Our sprawling campus is clean, green & pollution free with more than 50% green cover.
- Accommodation facility for staffs' is available on requirement.
- World class auditorium available for cultural events.
- Gymnasium and playgrounds are available.



- City to campus shuttle transport facilities made available.
- Every department has been given access to tea and coffee facilities.
- The staffs have been given well maintained and individual work stations.
- The University has an amenity centre with daily use items and food stuff available at subsidised rate.

#### **Others**

- Compassionate appointment to wards of staff members
- Free education to wards of staff members

USTM strongly believes in the welfare of all the staff members, which results in the staff delivering their best for the university and also gives them a sense of belongingness

## **POLICY FOR SEPARATION**

### **TERMINATION/RESIGNATION**

After regularization following satisfactory completion of probation-period, a member's services may be dispensed with by the management after giving one month's notice or such additional period as may coincide with the academic term, 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 member.

A member may also tender his/her resignation by giving one month's notice or salary in lieu of the unexpired notice period. However, irrespective of whether it is the period of probation or otherwise, the management, at its sole discretion 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.

### **ABANDONMENT & AUTOMATIC TERMINATION:**

(1) If a member remains absent from duty without prior permission for a period exceeding thirty consecutive working days, the competent authority will draw an irresistible presumption that by remaining absent continuously and unauthorized, 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; and the employee will also be liable to pay one month's salary in lieu of notice (if applicable as per the terms & conditions of appointment), which may be deducted from his/her salary or other dues. Provided, however, the said employee returns within forty five days and gives proper explanation for his absence to the satisfaction of the university authorities, the lapse may be condoned and he/she 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.

(2) In the event of an member remaining absent in excess of the period of leave originally granted or subsequently extended, he will lose his lien on appointment, unless he returns within eight days (including holidays/weekly off, etc. as also the period for which leave though applied has not been granted) and gives acceptable explanation to the competent authority of his inability to return immediately after expiry of the leave period. .

### **RELIEVING FORMALITIES**

(a) The member will hand over the charge together with all the property/ material of the organization in his / her 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., before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The employee will be required to compensate the University for All losses/damages caused by him to the official promises and all movable property therein.

(b) At the time of leaving services, the employee shall have to obtain a “No Dues Certificate” from all the concerned departments. Accounts Department will finally settle his/her account only after submission of this certificate.

(c) Failure to comply with any of the above provisions shall entitle the competent authority to withhold the employee’s dues to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in a court of law.



## **TRAVEL POLICY**

University of Science & Technology, Meghalaya intends to ensure the accomplishment of university objectives and facilitates the teaching & non-teaching staff to deliver their best. Travel requirements are thereby taken care of under the guidelines drawn out for the employees as well as invited guests & visitors.

### **Rules For Payment of Travelling Allowances/Dearness Allowance Part-I**

1. For the purpose of T.A./D.A. of the University employees, on the basis of designations, shall be as under :-

I Chancellor/Vice Chancellor/ Pro-Vice Chancellor/Advisors

II Registrar/Academic Registrar/Dy. Registrar/HODs/Professors/Asst.Professors/Deans/Directors

III Asst. Registrar/Asst. Professor/Dy. Director/Jt. Director/Asst. Director

IV All Officers/Lab Technicians/Lab Assistants

The classification of cities within or outside the State, for the purpose of grant of T.A./D.A. to employees, shall be as under :-

- (a) Cities with population of A-1 : 50 lakhs and above.
- (b) Cities with population of A-2 : 20 lakhs and above but less than 50 lakhs
- (c) Cities with population of 10 B-1 lakhs and above but less than 20 lakhs
- (d) Cities with population of 05 B-2 lakhs and above but less than 10 lakhs

**The entitlement of travel by Rail/Road shall be as under :-**

Designation Category Entitlement by Rail

I Ist Class A.C./Shatabadi Executive Class/A.C. Bus.

II A.C.Chair Car/A.C. Two tier sleeper/A.C. Bus

III A.C. Chair Car/A.C. Three tier sleeper/Deluxe Bus

IV Second Class Sleeper/Express Bus

The cost of reservation and sleeper charges shall be reimbursed. Other conditions for travel by train will remain the same.

In case the journey is to a place connected by Rail, the employee shall have the option to travel by any mode of road transport i.e. whether by Air Condition Bus/Deluxe Bus/Express Bus/Ordinary Bus, subject to the payment of actual charges or maximum railway fare, to which he/she is entitled, whichever is less.

4. In the case of stations not directly connected by rail, the designation ranges for travel by public bus/auto rickshaw/scooter/motor cycle/A.C taxi/taxi/own car shall be as indicated below:

| Designation Category | Entitlement   |
|----------------------|---|
| I                    | Actuals   |
| II & III             | AC Taxi   |
| IV                   | Actual fare by ordinary public bus only.                                  |
|                      | OR  |
|                      | At prescribed rates for auto-rickshaw/own scooter/ motorcycle/ moped etc. |

The rates of Road Mileage per km for journey performed by own car/taxi/jeep will be Rs. 10/- per km. subject to prior approval for travel by car/taxi/jeep from competent authority. USTM employees shall be required to obtain prior approval from the Registrar for travelling by own car/taxi/jeep.

Any amount paid by way of Toll tax by any University employee or outsider while traveling in connection with any University purpose, including a meeting or examination, shall be reimbursable on production of the receipt thereof, while claiming TA/DA.

The rate of mileage allowance for journeys on scooter/motor-cycle/moped will be Rs.2/- per kilometer restricted upto 50 kms to & fro.

The Bills to be submitted to the Accounts Office within 7 working days through proper channel.

The entitlement to travel by Air, within India, shall be as under:-

Designation Category Entitlement Class by Air

I Business Class/Economy Class

II& III Economy Class

IV Not Applicable

Any teaching/non-teaching staff entitled under the rules to travel by Railway shall be allowed to travel by Air, only with the prior approval of the Chancellor / Vice-Chancellor.

Daily Allowance : The rates of daily allowance shall be as under:-

| Grade Pay Category | A1 Cities with bill/ no bill | A2 Cities with bill/ no bill | B1 Cities with bill/ no bill | B2 Other with bill/ no bill |
|--------------------|------------------------------|------------------------------|------------------------------|-----------------------------|
| I                  | Actuals                      | Actuals                      | Actuals                      | Actuals                     |
| I                  | 800/400                      | 640/320                      | 480/240                      | 320/160                     |
| I                  | 450/250                      | 360/200                      | 270/150                      | 180/100                     |
| V                  | 380/200                      | 300/160                      | 230/120                      | 150/80                      |

No Daily Allowance shall be permissible within a radius of 50 km from the place of duty. Road Mileage at the fixed rates will, however, be paid for this journey, except to employees, in receipt of Local Travelling & Conveyance Allowance. Journey within 50kms. of the place of duty shall be treated as Local journey, which is not reimbursable.

A full Daily Allowance shall be admissible for journey beyond 50kms. from the head- quarters if the period of absence is eight hours or more. If the period of absence is less than eight hours, half Daily Allowance shall be admissible. No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.

## 7. Accommodation

The maximum rates of reimbursement for Hotel Accommodation/Tourist Bungalows for tour on the production of receipt shall be as under: -

| Designation Category | Accommodation   |
|----------------------|---|
| I                    | Reimbursement at actuals for 5 star category hotels   |
| II                   | Reimbursement of actual expenditure incurred towards normal single room rent in a Hotel of category not above 3 star, subject to maximum of Rs 5000/-per day. |
| III                  | Reimbursement of actual expenditure incurred towards normal single room rent in a Hotel, subject to maximum of Rs 3000/-per day.                              |
| IV                   | Reimbursement of actual expenditure incurred towards normal single room rent in a Hotel, subject to maximum of Rs 1500/-per day.                              |

8. The Drivers will be eligible for Washing Allowance at the rate of Rs. 100 (Rs. One hundred only) per month.

## PART-II

1. Persons invited to deliver extension lectures shall be paid normal T.A. according to University rates but without any halting allowances.
2. Equivalent visitors shall be approved by Chancellor/Vice Chancellor prior to booking.
3. Bills to be submitted within 7 working days, failing which reimbursement shall not be made and advance if any shall be adjusted against salary.
4. Advance for travel must be justified & applied for approval to Registrar in the event of payments to be made by self.
5. Booking for hotels and air/car travel to be routed through Dy. Registrar and only when the booking is denied by Dy. Registrar, booking / arrangement can be done by self.
6. T.A. of a person who is not in receipt of any pay or a person, who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be, and/or as the Chancellor/Vice-Chancellor may determine in a particular case.
7. Notwithstanding anything contained in these Rules, the Chancellor/Vice-Chancellor may, in exceptional circumstances, for reasons to be recorded, sanction special rates, i.e. in excess of the schedule.
8. Members of the various University Bodies, come to attend the University meetings during vacations from place of their residence, shall be paid T.A. admissible to them under the rules as per designation category approved by the Chancellor.
9. If a person on University business travels by train, which does not provide the class of accommodation to which he is entitled, he may be allowed to draw a single railway fare for the next higher class plus daily allowance admissible to him: provided that the journey is actually performed by the higher class and a certificate to the effect that it was necessary in the interest of University work for him to travel by that train is attached to his T.A. Bill by the Head of the Department to which he is attached.



10. The rate of daily allowance of a person, who spends part of a day in one locality and part of it in a place for which a different rate of daily allowance prevails, shall be determined according to the place where he spent the night succeeding such day.
11. A University employee accompanying the students on Educational excursion will be entitled to usual T.A.
12. Road mileage shall be admissible from the place of duty or place of University business, as the case may be, to Railway Station/Bus Stand, provided that in the case of person other than a University employee, road mileage shall be admissible from and back to his residence:

### **University Vehicles- their Use**

1. University vehicles will be under the administrative control of the Registrar, who may appoint a person from the staff to act as controlling officer.
2. The controlling officer shall maintain:-
  - (a) A log book showing particulars of the journey performed by the vehicle both on duty and otherwise. Non-duty and private journeys shall be clearly shown as such. Account of diesel, petrol, mobile oil etc. will be kept in the log book, and
  - (b) A history sheet including the record of repairs, replacements and other articles purchased for the vehicles will be maintained which will show the actual expenditure so incurred from time to time.
3. These may also be used for journey from the office/residence of the Registrar/Chancellor/Vice-Chancellor or other officers to attend official meetings and University functions and other social functions connected with public relations of the University and back.
4. The vehicles may be permitted to be used for non-duty journeys, subject to the conditions that
  - I. Duty Journey shall have preference over non-duty journey;
  - II. The use of vehicle will not be permissible for journeys to place of entertainment and for pleasure trips;
  - III. Urgent visits to hospitals in connection with serious illness of members of staff, their dependents and students.
5. Requisition for a motor vehicle by various departments of the University shall be placed 3 days prior with the Transport Officer.
6. For university Bus the user will be required to pay charges at the prevailing rate from time to time, even if the journey involved is less than 50 kms.
7. The calculations of distance and time for the purpose of above charges will be from and to the University vehicle garage.
8. The Chancellor/Vice-Chancellor/Pro-Vice Chancellor/Advisors who are provided with Staff Car for official purpose, shall also be entitled to the use of Staff Car for private purposes.
9. The use of a University vehicle by invitees to University conferences/seminars/functions and outside members of the selection committees etc. may be permitted free of charge by the Chancellor/Vice-Chancellor in the interest of or for the work of the University.

10. Any point not covered by these rules will be decided by the Chancellor.
11. All those having identity slips shall be entitled to two trips both ways, at the maximum, daily.
12. Regular/Casual Visitors/Identity Slips  
Identity slips will be issued to the staff/their families and domestic servants for making visits during the month at the prescribed rates.  
Persons holding such identity slips shall be entitle to travel in the University Bus. The identity slip not availed of during a month to which it pertains or partly availed of, shall expire at the end of the month.
13. The Chancellor/Vice-Chancellor may allow free use of the University Bus for any urgent University work, emergency or function.
14. University employees and other persons required to travel from city to the University Campus or vice-versa on official business or for attending University meetings or for some other work connected with the University may be allowed free lift in the University Bus by the Registrar/Vice-Chancellor or such other officer or officers as may be authorized by the Vice-Chancellor.
15. Any person found to be travelling in a University Bus without any valid pass/identity slip shall have to pay such penal charges as may be prescribed from time to time.
16. Those employees who travel by University Bus will not be paid conveyance Allowance.

### **PART-III**

#### **Rules for eminent visitors**

Visitor guests shall graded into I,II,III or IV by the Chancellor/Vice Chancellor for travel arrangements which shall be made by the visitor or university. The travel arrangements made by the visitor shall be reimbursed by the university as per the grade classified.

#### **For Accommodation:**

| Designation Category | Accommodation   |
|----------------------|---|
| I                    | Shall be accommodated in 5 star category hotels in Guwahati, like Vivanta by Taj, Khanapara, at actuals           |
| II                   | Shall be accommodated in a Hotel of category not above 3 star, like Nakshatra, Beltola, room rent upto Rs. 3500/- |
| III                  | Shall be accommodated in a Hotel, like Brahmaputra Hotel, Six mile, room rent upto Rs. 2500/-                     |
| IV                   | Shall be accommodated in a Hotel, like Brahmaputra Lodge, Six mile, room rent upto 1500/-                         |

1. University Guest House shall be given preference for accommodation suitable to the category.
2. Food at applicable hotel shall be paid directly by university at actuals or at university premises.
3. Local conveyance shall be paid to the visitor @500/- if availed own car for local travel from Guwahati
4. If travelled by hired vehicle the charges shall be reimbursed at actuals for local travel from Guwahati.
5. University vehicle shall be arranged for local travel as a preference and no reimbursement in such case is applicable.
6. Any other special courtesy/benefits extended shall be as per the advice of the Chancellor/Vice-Chancellor

# **POLICY ON CODE OF CONDUCT AND PROFESSIONAL ETHICS**

## **Preamble**

The primary purpose of the University of Science and Technology, Meghalaya is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of present and future generations and improve the quality of life for all. The University seeks to help students to develop an understanding and appreciation for the complex cultural and physical worlds in which they live and to realize their highest potential of intellectual, physical and human development. It also seeks to attract and serve students from diverse social, economic, religious and ethnic backgrounds and to be sensitive and responsive to those groups which have been underserved by higher education.

## **A. Code of Conduct**

### **Personal Conduct:**

- From the very first day, every member is a representative of the University. His personal appearance, actions and the impressions made - both during and after business hours - are important to the his/her advancement and to the continuing development of the University's image and reputation.
- While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every member connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times

### **Secrecy Maintenance Agreement:**

- Except to his/her direct superior authority, a member will not give out to any person any of the administrative and/or organizational matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being a member of the University.
- All books, records and articles belonging to the University shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place.
- No record will be removed from the premises to any other place without the prior permission of the competent authority.
- No member shall, except in accordance with any general or special order of the University or the Institute, or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

### **Acceptance of Outside Assignment:**

During the period of employment with the University, every member will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment – honorary or remunerated or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the competent authority. The members will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the organization.



### **Taking part in Politics & Elections:**

- No member shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.
- No member shall, without previous intimation to the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

### **Demonstrations and Strikes:**

No member shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

### **Criticism of University, College or Government:**

No member shall in any electronic broadcast or any document published anonymously or in his 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 or express an opinion:

- Which is in the nature of character assassination, reflection on the Personal life of his superiors.
- Which is in the nature of criticism of an individual as distinct from policy decision? Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters?

### **Membership of Local/Public Bodies/Associations:**

No member will seek membership of any local or public body/ Association without obtaining prior written permission from the competent authority. Also, no employee shall join or continue to be a member of an organization, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.

### **Articles/Talks/Interviews, etc.:**

While all members are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult their competent authority. Unless authorized by the competent authority, no member is permitted to interact with the media, on behalf of the organization.

### **Canvassing of Outside Influence:**

No member shall bring or attempt to bring any political or other influence to bear upon any senior executives to further his/her interests in respect of matters pertaining to service in the organization.

### **Office Property:**

Each member is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of

HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any member.

### **Office Stationery:**

As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

### **Dress Code:**

A dress code expresses both professionalism and uniformity. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Hence the university may deem it fit to propose a dress code for the faculties.

### **B. Code of Professional Ethics of Teachers:**

Teachers are expected to be connected with teaching, learning and research related activities leading to quality education. Since a teacher is constantly under the scrutiny of his/her students and the society at large, he/she must ensure that there is no incompatibility between his precepts and practice. The national ideal of education sought to be inculcated among students must be his/her own ideals. The profession further requires that the teachers must be calm, patient and communicative by temperament and amicable in disposition coupled with a spirit of dedication, moral integrity and purity in thought, word and deed.

A code of ethics is part of any profession. The University, as an institution imparting higher and professional education, has in place a Code of Ethics to serve as a guideline for forming attitudes, directing conduct and maintaining an environment of personal and institutional integrity.

In keeping with the dignity in his calling, a teacher should be guided by the following provisions:

### **Teachers' Responsibilities:**

#### **Teachers should**

- Teachers should always be connected with teaching, research and continuous learning.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Strive to achieve consistent professional growth through study and research;
- Perform their duties towards teaching, tutorial, practical seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the University/Institute, such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation;
- Participate in extension, co-curricular and extra-curricular activities including community service
- Maintain active membership of professional academic organizations and strive to improve education and profession through them.

### **Teachers and the Students**

#### **Teachers should:**

- Respect the right and dignity of the students in expressing their opinions.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainments of the student in the assessment of merit;
- Make them available to the students even beyond their class hours and help and guide them without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals;
- Refrain from gross partiality in assessment of students, deliberately over-marking, under-marking, or attempts at victimization on any grounds; and from inciting students against other students, colleagues or administration.

### **Teachers and Colleagues**

#### **Teachers should:**

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

### **Teachers and Authorities:**

#### **Teachers should**

- Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies or professional organization for change of any such rules related to professional interest.
- Refrain from undertaking any other employment and commitment perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; including private tuitions and coaching classes
- Co-operate in the formulation of policies of the institution or other institutions by accepting various offices and discharge responsibilities which such offices may demand
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- Adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- 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.



### **Teachers and Guardians:**

Teachers should try to see, through teachers' bodies and organizations, that institutions maintain contact with the guardians of 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.

### **Teachers and Society**

#### **Teachers should:**

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- Carry out the decisions by appropriate administrative and academic bodies or functionaries of the university
- Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred and enmity among different communities, religions and linguistic group, but actively work for National Integration.
- No faculty shall join or be a member of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India
- When a Member represents the Society, he should as far as possible state the policy of the Society. If he has any disagreement with a policy of the Society, he may so inform the Society. The Executive Council will then decide the further course of action (including the question of the Society's representation) that is to be taken.
- Where, having regard to this Code of Conduct a Member wishes to make a complaint against another Member of the Society, he should do so in writing to the Executive Council. If the Executive Council is of the opinion that prima-facie case of infringement of the Code of Conduct has been established it will appoint a Committee for investigation. On the basis of the report of the Committee, the Executive Council will take final decision on the matter.

### **Private Trade Employment or Tuition:**

No member shall:

- Except with the previous sanction of the Vice Chancellor, engage directly or indirectly in any trade or business or under any other employment.
- Borrow money from his subordinate or students.
- Enter into any pecuniary arrangement with any other faculty or student of the University, as the case may be, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.
- Engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the University or Institution in which he is working.

## **Code of Conduct & Ethics for university's Leadership team**

(Vice Chancellor, Pro Vice Chancellor, Directors, Deputy Directors, Deans, Registrar, Deputy Registrar, Academic Registrar, Assistant Registrar Academics):

### **Personal Conduct:**

- From the very first day, every member is a representative of the University. His personal appearance, actions and the impressions made - both during and after business hours - are important to the his/her advancement and to the continuing development of the University's image and reputation.
- While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every member connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times
- Respect the right and dignity of others in expressing their opinions.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

### **Taking Part in Politics & Elections:**

- No member shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.
- No member shall, without previous intimation to the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

### **Membership of Local/Public Bodies/Associations:**

No member will seek membership of any local or public body/ Association without obtaining prior written permission from the competent authority. Also, no employee shall join or continue to be a member of an organization, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.

### **Articles/Talks/Interviews, etc.:**

While all members are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult their competent authority. Unless authorized by the competent authority, no member is permitted to interact with the media, on behalf of the organization.

### **Canvassing of Outside Influence:**

No member shall bring or attempt to bring any political or other influence to bear upon any senior executives to further his/her interests in respect of matters pertaining to service in the organization.

**Office Property:**

Each member is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any member.

**Office Stationery:**

As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

**Dress Code**

A dress code expresses both professionalism and uniformity. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Hence the university may deem it fit to propose a dress code for the faculties.

**Conclusion**

This Code of Ethics lays down norms of behavior for the more important contexts of life in a university. These guidelines, however, are not exhaustive. Any conduct that goes against the letter and spirit of these principles and norms will be considered a violation of this Code.



## Leave Policy

USTM expects faculties and employees of USTM to report to work on all scheduled working days and during all scheduled work hours and to report to work on time. To keep all the Departments running smoothly and efficiently without loss of a single class during the period of academic season it is important that every faculty and other employees shall plan their personal work coinciding with the declared paid holidays.

However USTM recognizes that even after proper planning the personal work schedule, the faculties and employees may still have to remain away from work in inadvertent, unavoidable and unforeseen situations like illness, bereavement, medical care of family members etc

Keeping this in view the paid leave policy is designed as follows to protect the academic interest of students and financial interest of the faculties and employees

- ❖ The paid leave up to 12 days (twelve) days in a calendar year will be admissible to the faculty members. The paid leave of up to 12 days in a calendar year will be available on the ground of illness, bereavement or any personal work of extreme urgency
- ❖ Only one day paid leave will be admissible per month during the period of semester classes
- ❖ The day/days of absence in a month caused by any external factor other than natural calamities will be adjusted with admissible paid leave but with prior communication.
- ❖ On *a given* day the paid leave will be allowed by competent authority taking into consideration the number of other faculties of the Department present so as to manage the classes without affecting the teaching and learning environment in the campus. It is very important to sustain the learning environment in the USTM campus at high level. As Such paid leave will be considered only when it is feasible to manage all the classes with adjustment
- ❖ The faculty members are encouraged to avail the admissible paid leave during the period of study leave and breaks given to student after examination utilizing the saved and unutilized paid leaves during the same calendar year.
- ❖ Faculties/employees will be required to proceed on paid leave only after having the paid leave granted by the competent authority on submission of application in the prescribed leave application form
- ❖ The Registrar or an officer authorized by the Vice Chancellor will be competent to grant paid leave of one day in a month during the period of Semester classes. Unpaid during Semester Classes has to be granted in exceptional circumstances.
- ❖ Any absence without prior leave sanction will be treated as unauthorized absence and will be viewed with disfavor and for each day of unauthorized absence pay cut will be made at the rate of double the gross salary of one day as deterrent.
- ❖ No encashment of paid leave and no carry over from one year to another will be admissible.
- ❖ For three days late attendance in a month one day's salary cut will be affected and for absence in four classes in a month one day's salary cut will be made
- ❖ Avoiding paid leave is always encouraging and in such cases incentives will be offered by the end of every semester based on their dedication and performance.

- ❖ The above paid leave policy will be applicable to regular staff and officers of administration as well with the condition that it will not have any relationship with the academic season. The leave to be granted to officers and staff will be based on the condition that the normal functioning of administration is not adversely affected.
- ❖ Violation of this Leave Rule will be considered as act of indiscipline and Registrar, USTM shall submit a monthly report to ERDF office every month regarding the instances of such violation. The details of leave/unauthorized absence in a year shall be placed in respective personal file for record.
- ❖ Any High officials including the Vice Chancellor and Registrar, if attending any function outside the campus where there is no concern of the University, it will be considered as unpaid leave and in that case traveling expenses will not be borne by the University.
- ❖ Semester Break: All the faculty members are eligible for one week of semester break / holidays at the end of each semester in total i.e. 6 days in one year. The HODs are responsible for making plan in consultation with their respective faculty members for availing the leave phase wise without hampering the ongoing activities of the department. The faculty members who are actively involved in important activities like NAAC preparation, Evaluation, Training programs/workshops etc. can avail the leave later in the semester (except peak period) or else, shall get the leave encashment for the same period.

## **ATTENDANCE AND DUTY ENGAGEMENT POLICY**

### **Preamble**

University of Science & Technology, Meghalaya has tried to take reference to guidelines of UGC and drawn out this policy for day to day academic activities in such a way that the interest of the students and faculty are addressed through this guideline. The purpose of this policy statement is twofold. First, it provides guidance to the faculty, Head of Departments and the Deans in making assignments of workload to faculty. Second, it assists in an effort to equitably distribute faculty responsibilities across faculty in the College over time. It is acknowledged that there is rich diversity across units and individual faculty members in the University, and that simplistic approaches to equity in workload will not work.

Through time these guidelines should assist all involved to make more equitable workload decisions through discussion, negotiation, and resource allocation. That is, this policy and its implementation shall assure that full-time faculty members have comparable total effort, although individual distributions of teaching, service, outreach, and research may vary across faculty members.

This document is based on the University's requirement that a faculty member's responsibilities be allocated across various apportionment categories. This document is broadly guided by the UGC norms prevalent currently.

### **Faculty:**

1. Every teacher shall participate in teaching, which may include any or all of the following: lectures, tutorials, laboratory sessions, seminars, fieldwork, projects and other such activities.
2. Every teacher shall also give general assistance to students in removing their academic difficulties; and participate in the invigilation and evaluation work connected with tests/examinations; and take part in extra-curricular, co-curricular and institutional support activities as required.
3. The workload of a teacher shall take into account activities such as teaching, research and extension, preparation of lessons, evaluation of assignments and term papers, supervision of fieldwork as also guidance of project work done by the students. The time spent on extension work, if it forms an integral part of the prescribed course, shall count towards the teaching load. The total workload and the distribution of hours of workload for the various components shall be in accordance with the guidelines issued by the UGC and the other statutory bodies concerned in this regard from time to time.

### **Regulation for Workload of Faculty:**

1. 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.
2. It should be necessary for the teacher to be available for at least 7 hours daily in the University as follows:



- i. 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.
  - ii. 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.
4. The minimum direct teaching-learning process hours should be as follows:
    - i. Assistant Professor – 18 to 24class hours
    - ii. Associate Professor and Professor – 14 - 18class hours
  5. 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.
  6. Faculty are required to allocate 6 additional hours per week beyond the direct teaching learning hours, onresearch /tutorials/remedial classes/seminars/administrative responsibilities/ innovation and updating of course contents.

### **Working Days:**

University shall ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars, and practical are held or conducted is not less than 180 in an academic year, excluding holidays, vacations, time set apart for completing admissions and time required for conduct of examinations. Leave rules shall be applicable as per HR rules in the University HR manual.

1. The timetable on working days shall be so drawn up that the physical facilities are adequately utilized and not used only for a few hours in a day.
2. The total periods provided for contact teaching shall not be less than 30 hours a week.
3. The time provided for practical, field work, library, utilization of computer and such other facilities, shall not be less than 10 hours a week.
4. In case of extra classes taken over and above the allotted time table by some faculty, each extra class shall be compensated with 20% of the per day salary of the faculty. Maximum of 4 classes each week and/or 10 classes per month is allowed for each faculty over and above the allotted classes.
5. In case of faculty applying for any leave, the same shall be approved after evaluating the possible alternate arrangement for classes with the available faculty and his/her consent.

### **Working Hours:**

University academic timings are from 9am to 4pm with lunch break of 1 hr between 12Noon – 1pm. The academic staff has to punch in attendance for entry at 9 am or before and exit at 4pm or later every day.

In case the entry is reported late by  $\leq$  1hr or exit is reported early by  $\leq$  1hr, salary deduction shall happen for 0.5 salary day per late day. The entry and exit shall be treated on standalone incident basis and cannot be on cumulative basis.

Example - If someone comes late by 15 minutes and leaves early by 15 minutes, this cannot be treated as 30 minutes irregularity in a day. Hence, salary of 0.5+0.5 day shall be deducted as two irregularity incidents.

#### Physical Facilities:

1. The lecture classes shall normally have not more than 60 students, unless, in special cases, accommodation for larger classes and suitable audio-visual arrangements for effective lecturing accompanied by tutorial classes is provided.
2. For tutorials, a group shall not ordinarily be more than 20 students.
3. For laboratory sessions, the size of a group shall depend upon the size of the laboratory, its type related to the specificity of the subject, the facilities available including the possibility or otherwise of controlling and supervising a number of students simultaneously through a central control panel, and such other devices. The ideal number of students for a normal laboratory session in subjects like Physics, Chemistry and Biology is 15. The number for Computer lab, Language lab, etc. may be higher or lower, depending upon the factors referred to above.
4. The norms laid down by the concerned statutory body shall be followed in the case of laboratories in the professional courses.

#### Syllabus:

1. Depending upon the curricular pattern, where the university follows the semester system, the entire syllabus of the programme shall be divided into suitable courses spread evenly for the duration of the programme.
2. The university shall endeavour to introduce an approach by working out the division of the entire syllabus of the programme into courses in such a manner that a student can choose the number of courses according to his/her requirements.
3. The university shall not only lay down the syllabus for each course, but also the manner of its implementation, namely, through lectures, tutorials, laboratory sessions, seminars, field work, projects and such other activities.
4. Depending upon its nature and level, a course may be assigned a certain number of credits. The credits assigned to the various courses shall also be indicated in the respective syllabuses. The system of credits shall be in accordance with the guidelines of the UGC and other statutory bodies concerned.
5. The syllabus for each course shall also indicate the scheme of evaluation/ examination.
6. The students shall be encouraged to study some part of the syllabus themselves and shall be given assignments, so as to make use of the library, laboratory, internet and such other faculty
7. The total workload on a student shall also be adequate so as to provide him/her sufficient academic involvement
8. The minimum number of lectures, tutorials, seminars and practical which a student shall be required to attend for eligibility to appear at the examination shall be prescribed by the university, which ordinarily shall not be less than 75% of the total number of lectures, tutorials, seminars, practical, and any other prescribed requirements.

## Appendix

**Definition of Teaching:** All activities related to teaching credit-generating courses, whether residential or distance, with regularly enrolled students and general student advising.

### Preparation for a course

- Development of material for new courses and curricula
- Preparation of lectures and demonstrations

### Time in the classroom (or equivalent for distance courses)

- Instructing a recurring credit class or section of a class in a formal setting
- Supervision of students in independent study courses

### Direct contact with students related to the course

- Supervision of graduate students on thesis and dissertation research
- Interacting with students during office hours (or via distance)

### Administrative duties related to the course

- Supervision of teaching assistants
- Class rosters
- Thesis/Dissertation committees

### Time spent in evaluations related to the course

- Preparation of evaluation tools (exams, quizzes, assignments, etc.)
- Grading of exams/quizzes
- Evaluation of student-prepared documents and/or creative works

### Activities related to improving general undergraduate instruction (excludes committee work)

- Advising student clubs and groups
- Development of new learning experiences for students involving laboratories or computers (e.g.)

### General advising of students on:

- Enrolment issues
- General career choices
- General academic issues
- Advise to undergraduates about graduate school options
- Graduation checks
- Personal counseling related to academic issues, etc



**Definition of Research/Creative Activity:** Activities associated with investigation or experimentation aimed at the discovery and/or interpretation of facts or ideas as well as the development of creative works or new products.

Creation of New knowledge through

- Experimentation
- Data analysis
- Library research, Creation of dramatic, literary or artistic works. Creation of professional books, book chapters, or monographs. Creation of new products (e.g., computer programs, cultivars).

Research or creative work directed at the generation of new knowledge or materials (e.g., paintings, poems, designs, etc.) for publication in professional journals, technical reports, other similar professional outlets (e.g., electronic media) or presentations at professional meetings.

Preparation of grant proposals for funding.

Management of grant activities.

Supervision of post-doctoral research associates.

**Definition of Citizenship Service:** Citizenship Service activities that contribute to the operation of the institution or of a disciplinary or professional organization.

Initiating, working on, and/or providing support for the goals, missions, or aspirations of:

- University of Science & Technology
- Schools
- Department / Center
- Academic Affairs

Activities related to serving or chairing committees on issues or directives of these units.

Activities associated with such departmental functions as interviewing prospective faculty members, assisting in the development of department policies, tenure review, and so forth.

Activities associated with shared governance, academic affairs, and other forms of institutional operation.

Time spent in leadership roles in professional organizations outside of the University.

Activities associated with Professional Groups, Leadership Positions, Journal Reviewer, etc.

(Does NOT include civic contributions such as election to office, jury duty, or volunteerism with religious, philanthropic and other non-profit organizations.)

**Definition of Extension/Outreach (Public Service):** A form of scholarship that cuts across teaching, research and service. It involves generating, transmitting, applying and preserving knowledge for the direct benefit of external audiences in ways that are consistent with the university and unit missions.

Outreach activities contribute to public welfare or the common good, call upon faculty members' academic and/or professional expertise and directly address or respond to real-world problems, issues, interests or concerns. In short, the organized application of a faculty member's professional expertise to problems and tasks both on-campus and outside the campus.

Outreach includes dissemination of information to and other programming for the general public through written, oral, electronic, or other media. Activities make available institutional resources and expertise outside the context of the instructional program (extending the instructional program to a broader student clientele is included under teaching).

**Definition of Administration:** Activities associated with the day-to-day management of the institution, its units and programs.

This category would include all college and departmental/unit activities that are associated with the administration functions of the instructional, research, and service activities.

It includes the activities of the college deans, the administrative activities of department heads or chairpersons and the activities of their associated support staff.

It includes the executive level activities concerned with the overall management of and long-range planning for the institution.

It consists of the activities related to the day-to-day financial management and fiscal operations.

Activities that relate to the administration of personnel such as recruitment and hiring of faculty and staff and administration of employee programs.

Computer and data processing services that are needed to support the institution- wide administrative functions. Activities needed to maintain relations with the local community, alumni, governmental entities and the public in general.

Activities related to maintaining the existing grounds and facilities, providing utility services, facilities and space management and health and safety services.



## Campus

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