



Garden City University Employee Rules and Regulations Summary

1. Introduction

Welcome to Garden City University (GCU). These Rules and Regulations Summary ("Terms") outline the expectations and obligations for all GCU employees. By accepting employment at GCU, you agree to be bound by these Terms.

2. Minimum Work Period

To commit to a minimum work period of at least one year, starting from your date of joining. This period will be considered as the probation period and shall give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

3. Job Duties, Performance and Conduct

To diligently perform assigned duties, contributing to the University's growth and uninterrupted service. Proactive communication with the reporting officer is expected in case of unforeseen circumstances to minimize disruptions. A formal attire demonstrates respect for yourself and others. The university environment obligates its employees, teachers and educational facilitators, to uphold the ideals of the profession.

4. Impact of Untimely Resignation

To acknowledge the negative impact of untimely resignations on GCU's operations and student education. To commit to avoiding such actions and supporting a smooth transition in case of resignation.

5. Upholding University Values

To uphold GCU's core values and principles, fostering a positive and nurturing academic community. To be committed to continuous improvement through professional development and skill enhancement.

6. Feedback and Communication

Recognize the importance of feedback from stakeholders (students, colleagues, superiors) and strive to address their concerns constructively.

Maintaining a professional and respectful attitude is expected in all interactions within the University community.

7. Versatility and Responsibility

To readily accept assignments like administrative roles, other duty assignments or event convenorship, contributing to the University's overall success.

8. Transferable Appointment

To understand that an appointment may be transferred within the Garden City Group of Institutions. To fulfil duties with dedication regardless of the specific location.

9. Continuous Learning

To be committed to participating in upskilling/reskilling programs as required by GCU. These initiatives may impact performance appraisal and promotion prospects.

GCU Shall conduct Training and Development programmes from time to time. It is mandatory for all staff members nominated to attend these training.

Training programmes are expensive and given to staff members free of cost on the goodwill that they will remain with the University for at least for 1 year from the date of completion of the training. In the event that the staff member resigns within the 1 year from the date of completion of the training they are liable to pay the cost incurred for the training.

10. Mentorship (Applicable to Teaching Staff)

As a teacher, you agree to mentor students assigned to you under the Personal Academic Advisor (PAA) program, guiding their academic and personal growth.

11. Performance Evaluation

For Teaching Staff

Your performance appraisal will consider factors like student training, motivation, participation in projects, research work, and innovative contributions.

Student achievements in various areas (projects, startups, research, patents) will be a part of the evaluation.

For Non-Teaching Staff

Effective Job Performance: Meeting core responsibilities, deadlines, and demonstrating accuracy and initiative in problem-solving.

Professionalism and Contribution: Upholding a professional demeanour, strong work ethic, and actively contributing to the university community (including collaboration and adaptability).

12. Compensation and Benefits

Salary and benefits are as per the mutually agreed-upon terms in employment offer.

Salary comparisons with other GCU employees are strictly prohibited.

13. Provident Fund, Gratuity, and Medical Insurance

Eligibility for employer contribution to the Provident Fund is limited to employees with UAN.

Gratuity entitlement is subject to completing five years of service at GCU, as per the Gratuity Act of 1972.

GCU offers group medical insurance to all employees.

14. Issuance of Documents

Official appointment order, NOC/Service-related certificates, Salary certificates for loan applications are issued upon completing the probation period and achieving a "Good" rating in stakeholder feedback.

15. Transportation, Housing, and Reimbursements

You have complimentary access to the University bus facility (subject to availability).

Subsidized housing in the staff quarters may be available (subject to availability).

Reimbursement of registration fees for conferences/scholarly events is offered (up to ₹3000 for national and ₹5000 for international events per year) (subject to completion of probation and recommendation of the committee).

16. No-Gift Policy

GCU adheres to a strict no-gift policy. You are prohibited from giving or receiving gifts to any stakeholder, fostering an environment of fairness and impartiality.

17. Secularism and Religious Neutrality

To uphold GCU's secular nature and maintain a religion-neutral approach in all conduct, as such **DO NOT** use/exhibit/perform any religious attire, insignia, actions, gestures etc. Respect for others' beliefs and inclusivity are expected to create a diverse and harmonious University community.

18. Addressing Performance Concerns

To take any performance or conduct-related concerns seriously and work towards prompt rectification. Proactive seeking of guidance for improvement is encouraged.

19. Notice Period for Resignation

A one-month notice period is required for resignation. This allows for a smooth transition and replacement.

In a situation where notice period is not served one-month's salary needs to be paid in lieu of the notice period.

20. Termination

Failure to meet job responsibilities, breach of the code of conduct, or unsatisfactory stakeholder feedback may lead to immediate termination without notice.

21. Consequences of Breach of Contract

Non-adherence to these Terms, particularly premature termination before the minimum work period, constitutes a breach of contract. In such cases:

The employee will not be eligible for a relieving letter, experience letter, or any other settlement from GCU.

GCU may pursue legal action to recover any losses incurred (like training cost) due to breach.

22. Confidentiality

To maintain the confidentiality of all GCU information, including student data, intellectual property, and internal processes. This obligation extends beyond employment period.

23. Intellectual Property

Any work created during employment at GCU, including course materials, research findings, or inventions, is the sole property of the University.

24. Grievance Redressal

GCU has a grievance redressal mechanism to address employee concerns. You are encouraged to utilize this process for any workplace issues. Write to pro@gardencity.university for grievance redressal.

25. Amendments to Terms and Conditions

GCU reserves the right to amend these Terms and Conditions at any time. Any significant changes will be notified.

26. Governing Law

These Terms and Conditions are subject to the laws of India. Any disputes arising from these Terms will be settled under the jurisdiction of the courts in Bangalore, India.

27. Entire Agreement

These Terms constitute the summary of the agreement between an employee and GCU regarding their employment. The “Garden City University Employment Regulations” will supersede any prior or concurrent communications, representations, or agreements.

28. Severability

If any provision of these Terms is held to be invalid or unenforceable, such provision shall be struck and the remaining provisions shall remain in full force and effect.

29. Acceptance

By signing below, you acknowledge that you have read and understood these Terms and Conditions and agree to adhere to them.

Name: _____

Signature: _____

Date: _____