



GCU EMPLOYMENT REGULATIONS

Table of Contents

CHAPTER 1: GCU.....	8
1.1 Preamble	8
1.2 Vision	8
1.3 Mission	8
1.4 Objects.....	8
1.5 Values of the University.....	9
1.6 University Logo.....	10
1.7 University Governance, Management and Administration	10
CHAPTER 2: INTRODUCTION	12
2.1 Purpose, Accessibility and Revision of the Regulations	12
CHAPTER 3: GUIDING PRINCIPLES.....	14
3.1 Leadership	14
3.2 Quality of Employment.....	14
3.3 Compensation, Reward and Recognition	14
3.4 Continuous Learning and Development	14
CHAPTER 4: EMPLOYMENT	15
4.1 Employee Relation.....	15
4.2 Equal Employment Opportunity	15
4.3 Terms of Employment	15
4.3.1 Full-time Employees	15
4.3.2 Contractual Terms	15
4.3.3 Part-time/ Adjunct Terms.....	15
4.3.4 Casual Terms	15
4.3.5 Honorary Terms.....	16
4.3.6 Deputed Terms.....	16
4.4 Categories of Employees	16
4.4.1 Teaching Staff	16
4.4.2 Non-Teaching Staff	16
4.5 Minimum Qualifications for Appointment	16
4.6 Recruitment Procedure	16
4.6.1 Creation of Post and Cader.....	16
4.6.2 Vacancies	17
4.6.3 Notification of Vacancies.....	17

4.6.4 Methods of Filling Vacancies	17
4.6.4 Application.....	18
4.6.5 Processing Applications and Short Listing	18
4.6.6 Call for Interview	18
4.6.7 Interview Procedure	18
4.6.8 Evaluation Procedure	18
4.6.9 Selection	19
4.6.10 Submission and Verification of Documents.....	19
4.6.11 Impersonation or Falsification of Documents	19
4.7 Background Check	19
4.8 Induction/ Orientation.....	19
4.8.1 Employee Orientation	19
4.8.2 School and Department Orientation	20
4.9 Probation Period.....	21
4.10 Confirmation.....	21
4.11 Service Book	22
4.12 Employment of Foreign Nationals	22
4.13 Employment of Minors.....	22
4.14 Employment of Relatives.....	22
4.15 Employment of GCU Students.....	23
4.16 Resignation	23
CHAPTER 5: CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS	25
5.1 General Policy.....	25
5.1.1 Policy for Persons with Disabilities	25
5.1.2 Policy for Tobacco, Drug and Alcohol-Free Workplace	25
5.1.3 Policy for Sexual Harassment/ Gender Bias.....	25
5.1.4 Policy for Soliciting/ Canvasing.....	25
5.1.5 Policy for Attendance	26
5.1.6 Policy for Time – Keeping	26
5.1.7 Policy for Conflict of Interest.....	26
5.1.8 Outside Employment.....	26
5.1.9 Personal Relationship at Work Place	27
5.1.10 Work Ethics.....	27
5.1.11 Non – Disclosure Agreement.....	27
5.2 Employee code of Conduct.....	28

5.2.1 Personal Appearance.....	28
5.2.2 Gratuities and Gifts.....	28
5.2.3 Employee Code of Conduct and Progressive Discipline.....	28
5.2.4 Teachers and their Responsibilities	28
5.2.5 Teachers and Students	29
5.2.6 Teachers and Colleagues	29
5.2.7 Teachers and Authorities.....	29
5.2.8 Teacher and Non-Teaching Staff	30
5.2.9 Teachers and Guardians	30
5.2.10 Teachers and Society.....	30
5.2.11 General Code of Conduct	30
5.2.12 Work Place Etiquettes	31
5.2.13 Political Activity	32
5.2.14 Disclosure and Revelations.....	32
5.3 Misconduct.....	32
5.3.1 Offences & Misconduct	32
5.3.2 Gross Misconduct	33
5.4 Employee Grievance.....	33
5.4.1 Grievance Procedure	33
5.4.2 Employees Facing Criminal Charges	33
5.5 DISCIPLINARY PROCEEDING.....	34
5.5.1 Nature of Penalties	34
5.5.2 Disciplinary authorities	34
5.6 Undertaking.....	36
CHAPTER 6: JOB RELATED POLICY.....	37
6.1 Hours of Work	37
6.1.1 Workweek	37
6.1.2 Meal Period	37
6.1.3 Tea Period.....	37
6.1.4 University Holidays	37
6.1.5 Variation in Work Schedules	37
6.1.6 Overtime.....	37
6.2 Attendance	38
6.2.1 Absence from Work.....	38
6.2.2 Discrepancy in attendance recording	38

CHAPTER 7: PROMOTIONS, APPRAISALS AND TRANSFERS.....	39
7.1 General	39
7.1.1 Eligibility	39
7.1.2 Other Provisions	39
7.2 Academic/ Research Staff	39
7.2.1 Promotion Objectives	39
7.2.2 Requirement of PhD as a prerequisite of Promotion	39
7.2.3 Exemption to PhD requirement for Clinical Staffs.....	40
7.2.4 Promotion Procedure	40
7.2.5 Minimum Academic Performance and Service Requirements for Promotion of Teaching Staff in University.....	41
7.2.6 The Promotion Criteria	41
7.3 Re - Designation.....	41
7.4 Seniority of Staff Members.....	42
7.5 Annual Performance Appraisal:.....	42
7.5.1 The following shall be followed for the purpose of performance appraisal:.....	42
7.5.2 Criteria for Performance Appraisal.....	42
7.5.3 Indicative items covered under the categories for appraisal:	42
CHAPTER 8: LEAVE AND VACATION POLICY	44
8.1 Continuous Service	44
8.2 Types of Leave	44
8.3 Definitions and Interpretations	44
8.4 Leave Matrix	44
8.4.1 On Duty Leave	44
8.4.2 Study Leave.....	45
8.4.3 Sabbatical Leave	46
8.4.4 Casual Leave	46
8.4.5 Extraordinary Leave	47
8.4.6 Maternity Leave	47
8.4.7 Paternity Leave.....	47
8.4.8 Compensatory Leave	47
8.4.9 Leave Without Pay.....	48
8.5 Vacation.....	48
8.5.1 Points to remember on vacation.....	48
CHAPTER 9: STAFF PAY SCALES, GRADES AND CONDITIONS OF SERVICE	49

9.1 Staff Pay Scales and Grades.....	49
9.2 Condition of Service of Appointment at the University.....	49
9.3 Workload of University Staff Members	50
9.4 Publication System of the University.....	50
9.5 Conference attendance	50
9.6 University Publications	51
9.7 Training programmes for Teaching/Supporting staff members	51
9.8 Submission of proceedings / documents related to training programs	51
CHAPTER 10: STAFF INCENTIVE AND WELFARE	52
10.1 Staff Insurance and Medical Schemes	52
10.2 Incentive Schemes.....	52
10.3 Higher Education Support to Employees of the University	52
10.4 Education Support to Children of Employees of the University	53
10.4.1 General.....	53
10.4.2 Eligibility for Special Scholarship Benefits	53
10.4.3 Application.....	53
10.4.4 Special Scholarship Benefits	53
10.4.5 Other Fees	53
CHAPTER 11: SECONDMENT.....	55
11.1 Internal Secondment.....	55
11.2 External Secondment	55
11.2.1 Employee Received on Secondment	55
11.2.2 Employee Sent on Secondment.....	55
CHAPTER 12: ICT POLICY	56
12.1 Purpose	56
12.2 Coverage.....	56
12.2.1 External Users.....	56
12.3 Definitions	56
12.4 Communications & Network Infrastructure	57
12.4.1 Public Network	57
12.4.2 Private Network.....	57
12.4.3 Internet.....	57
12.4.4 Intranet.....	57
12.5 Conditions for Use and Access to I.T. Resources	57
12.6 Access for Mobile Computing Devices	61

12.7 Email & Messaging	61
12.7.1 Use of WhatsApp.....	62
12.8 Desktop Environment.....	63
12.9 Access to the Internet	63
12.10 Security, Privacy and Compliance.....	63
12.10.1 Security & Privacy.....	63
12.10.2 Access & Physical Control.....	64
12.11 Monitoring.....	64
12.12 Response to Breaches	64
12.13 Data Backup Procedures.....	65
12.13.1 File Naming Conventions	65
12.13.2 Directory/Folder Naming Convention	65
12.13.3 Application Directories/Folders	65
12.13.4 Backup Procedures	65
12.14 Hardware & Software Acquisition & Maintenance	65
12.14.1 Hardware & Software procurements	65
12.14.2 Copyrights:.....	65
12.15 Web Publishing Guidelines:.....	66
CHAPTER 13: TRAVEL POLICY	67
13.1 Travelling Allowance.....	67
13.2 Travel Expenses Matrix.....	67
13.3 Official Travel.....	67
13.4 Staff Travelling for Seminar/ Conference/ Paper Presentation	67
CHAPTER 14: SEVERABILITY.....	68
14.1 Chancellor's Discretion	68
14.2 Finance Committee Recommendations	68
14.3 Urgent and Exceptional Circumstances	68
14.4 General Saving Clause	68
14.5 Overriding Legislation	68
LIST OF ANNEXURES	68

CHAPTER 1: GCU

1.1 Preamble

Garden City University established through Act no. 47 of 2013 in Karnataka State and approved by UGC, Govt. of India. These Regulations summarize the human resources policies and practices approved by the University for implementation across the University. These Regulations may be cited as the “GCU Employment Regulations” (hereinafter the “Employment Regulations”).

1.2 Vision

To be an institution that will offer affordable world-class education to all classes of students in order to uplift the society we serve, by nurturing human values and ethics and by imparting knowledge which emphasizes on life skills.

1.3 Mission

To evolve, synthesize and spread the power of knowledge to arm generations to come through world-class initiatives and academic practices that focus on overall development of students.

1.4 Objects

- (i) To support, promote and undertake advancement of and innovation in University education leading up to and including post graduate, doctoral and post doctoral courses in the Technical, Health, Management, Life sciences and allied sectors and make provisions for research, advancement and dissemination of knowledge including consultancy in these fields;
- (ii) To collaborate with any other Universities, research institutions, non-profit organizations, industry associations, professional associations or other organizations, to conceptualize, design, develop and offer specific educational and research programmes, training programmes and exchange programmes for students, faculty members and others;
- (iii) To undertake collaborative research and advocacy with any organizations with prior approval of the State Government;
- (iv) To disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit and in particular, to make special provisions for integrated courses in Technical, Health, Management, Life Sciences and other such Higher Educational Programmes of the University and to make appropriate measures for promoting interdisciplinary studies and research;
- (v) To develop human resources to meet the demands of high end technical and professional industries with research on future sustainable technologies catering to engineering solutions and support technology business and technology incubation;
- (vi) To provide innovative system of University level education, flexible and open with regard to methods and places of learning, combination of courses eligibility for enrolment, age of entry, conduct of examinations and operation of programmes with a view to promoting access and equity in higher learning besides encouraging

excellence in new fields of knowledge and placing special emphasis on both academic as well as application oriented learning:

- (vii) To develop resource centres to contribute to quality education with prior approval of State Government;
- (viii) To establish Campuses, Regional centres, study centres and constituent Colleges at various locations in Karnataka and to contribute and develop an understanding of educational change in technical, professional, general education and social and human development with prior approval of Government;
- (ix) To institute degrees, diplomas, certificates and other academic distinctions like award of credits on the basis of successful completion of academic work evaluated through multiple modern methods of assessment;
- (x) To disseminate knowledge and develop a public debate on issues of education and allied development fields through seminars, conferences, executive education programmes, community development programmes, publications and training programmes and events;
- (xi) To undertake programmes for development and training of faculty and researchers of the University in partnership with any other University of quality with prior approval of the State Government;
- (xii) To undertake necessary or expedient action to pursue and promote the objectives of the University;
- (xiii) To pursue any objectives as may be approved by the Government for the enhancement of education and other development sectors in India.

1.5 Values of the University

In line with the progressive ethos of our university, all university members are expected to uphold and embody its values in every interaction, both within the university's premises and in its wider engagements. This expectation is integral to their roles within the institution and reflects the core principles of justice, equity, fairness, and the pursuit of excellence.

These values encompass:

1. Demonstrating the utmost integrity and ethical conduct across all aspects of teaching, administration, and research endeavours within the university.
2. Ensuring equal opportunities for all individuals, irrespective of their background, including caste, creed, gender, or ethnicity.
3. Actively promoting the cultural, economic, and social well-being of our nation's citizens.
4. Fostering a diverse student and academic community that is built on the principles of merit and equity.
5. Cultivating a secure and harmonious environment conducive to both learning and work.

1.6 University Logo



- I. Brown symbolizes the color of earth, embodying wholesomeness, reliability, elegance, security, healing, home, grounding, foundations, stability, warmth, and honesty. A Gardenian is characterized by reliability, wholesomeness, down-to-earth qualities, and a commitment to being useful to society.
- II. Orange signifies enthusiasm, fascination, happiness, creativity, determination, attraction, success, encouragement, and stimulation. Garden City University serves as a destination that nurtures all these attributes associated with the vibrant hue of orange.
- III. White, the color of perfection, conveys notions of safety, purity, and cleanliness, always carrying a positive connotation.
- IV. The 'G' in our logo stands for the Gardenian, representing Garden City University, the Great institution it embodies, and the Grand ideology it upholds.
- V. Gardenians, along with Garden City University, share a common purpose—to contribute to making the world a better place to live. Garden City University is steadfast on this path with its guiding motto "EMPHASIS ON LIFE."

1.7 University Governance, Management and Administration

- I. **The Board of Governors:** is the principal governing and policy-making body of the University responsible for all strategic decision making.
- II. **The Board of Management:** is the principal, executive body of the University which, subject to the control of the Board of Governors, manages and administers the revenues and property of the University and conducts all the administrative affairs of the University not otherwise provided for.
- III. **The Academic Council:** is the principal, academic, policy-making body of the University. The Academic Council shall, subject to the provisions of the Act and the Statutes have control over and responsibility for the maintenance of standards of instruction, education and examinations and conferment of under-graduate and post-graduate degrees, diplomas and other awards and titles in the University.
- IV. **The Research and Innovation Council:** is the principal authority to organize, promote and disseminate research related activities in the University. The Research & Innovation Council shall, subject to the provisions of the Act and the Statutes have control over and responsibility for the maintenance of standards of instruction, education and examinations and conferment of all degrees for the doctoral research programmes in the University.
- V. **Internal Quality Assurance Cell IQAC** is the principal authority to have control over and responsibility for the maintenance of standards of instruction, education, examinations and conferment of under graduate and post-graduate degrees, diplomas and other awards and titles in the University for all

Skills and Vocational Training Programmes in the University.

- VI. **The Finance Committee** is the principal, financial decision-making authority of the University and shall deal with all matters pertaining to its finances and property.
- VII. **The Chancellor** is the head of the University and is the Chairperson of the Board of Governors.
- VIII. **The Vice Chancellor** is the Chief Executive Officer of the University, accountable to the Chancellor and the Board of Governors and is the academic and administrative Head of the University.

CHAPTER 2: INTRODUCTION

2.1 Purpose, Accessibility and Revision of the Regulations

2.1.1 Purpose

- To compile all human resource policies, procedures, and practices into a single document, enhancing accessibility;
- To outline the responsibilities and privileges of the University in its capacity as the employer;
- To outline the responsibilities and privileges of GCU's employees; and,
- To establish a guiding framework for the administration of human resources within the University.

2.1.2 Accessibility

The Manager – Human Resource shall make available the Regulations to all the employees of the University.

2.1.3 Revision

The Regulations will undergo periodic reviews. Any member of the University community can submit written suggestions for modifications or additions to the Regulations. These proposals will be forwarded to the Human Resources Manager, who will subsequently present them to the University's Registrar. The Registrar, in consultation with the Vice Chancellor, will assess the necessity for any revisions and then submit them for approval to the Chancellor. All approved revisions will be integrated into the Regulations as needed.

2.1.4 Interpretation

The University holds the authority for interpreting and implementing these Regulations, with its interpretation being conclusive, as long as it aligns with the Garden City University Act, 2013, the Statutes, and the applicable employment and labor laws of India.

Provisions

1. The official title of these guidelines shall be the GCU Employment Regulations ("the Regulations"), endorsed by the Board of Management.
2. These Regulations will serve as the University's Terms and Conditions of Service for all employee categories. They will work in conjunction with the employment contract, as well as other University Policies and Regulations issued in accordance with them, alongside any pertinent laws of India that are in effect. Should a conflict arise between the Regulations and the Law, the Law will take precedence.
3. Any matters not covered by these Regulations will be brought to the attention of the HR Manager for examination and potential inclusion in subsequent editions of this document.
4. Topics not addressed by these Regulations but addressed by other University policies approved by the relevant University Authority/Council/Board will hold the same binding effect on all employees, as if they were integral to these Regulations.

Implementation

Responsibility

The Human Resource Department holds the ultimate responsibility for executing these Regulations.

Commencement

These Regulations will take effect starting from the date of approval by the Board of Management.

CHAPTER 3: GUIDING PRINCIPLES

3.1 Leadership

The responsibility of executing and percolating the vision of the Chancellor vests with the Vice Chancellor who shall be responsible for:

1. Conveying the aspirations and principles of the University
2. Fostering teamwork, cooperation, and alliances
3. Recognizing the attainment of targeted results
4. Supporting continuous learning and improvement
5. Promoting ingenuity and the adaptability to embrace change

Through these actions, the University will motivate each employee to proactively contribute to realizing the University's stated mission and vision.

3.2 Quality of Employment

The University is dedicated to establishing a sustainable team of extensively skilled faculty and staff, fostering a constructive work atmosphere that promotes both professional excellence and a harmonious equilibrium between work and personal engagements.

3.3 Compensation, Reward and Recognition

The University's compensation scheme will be managed with fairness and equity, reinforcing the connection between remuneration, performance, and the achievement of organizational goals.

3.4 Continuous Learning and Development

The University places a strong emphasis on and encourages continuous learning, highlighting that the ongoing pursuit of knowledge is a fundamental duty of every employee. In alignment with this principle, the University will channel its endeavours towards offering systematic growth opportunities that align with the University's mission, encompassing both collective and individual requirements, as well as performance expectations

CHAPTER 4: EMPLOYMENT

4.1 Employee Relation

GCU will strive to offer its employees work environments, remuneration, and benefits that are on par with the standards set in the Indian education sector. Any employee work conditions or compensation concerns are encouraged to be communicated to the HR Department. The University is committed to the welfare of its employees by diligently addressing and responding to their concerns in an effective manner.

4.2 Equal Employment Opportunity

GCU upholds the principle of equal opportunity in employment. All appointments within the University service will be made on the basis of merit, qualifications, and abilities. The University is committed to ensuring that there is no discrimination in employment opportunities and practices, regardless of race, color, gender, nationality, age, or any other legally protected characteristic. This policy encompasses all aspects of employment, including selection, job assignments, compensation, disciplinary actions, terminations, and access to benefits and training.

The University Chancellor will oversee all appointments at all levels unless stated otherwise.

Employees with questions or concerns about workplace discrimination are encouraged to report such issues to the HR Department. Individuals found to be involved in any unlawful discrimination or the spreading of rumors related to discrimination will be subject to disciplinary measures, including possible termination of employment.

4.3 Terms of Employment

Appointment into the University service may be on any of the following terms:

4.3.1 Full-time Employees

Full-time Employees are individuals who hold confirmed positions within the University and are not permitted to engage in any other paid employment while employed by the University. Typically, full-time employees may work until they reach the retirement age of 60 years, subject to the additional provisions outlined in these Regulations. Specific eligibility criteria for such appointments are detailed in Chapter 9 of the Manual.

4.3.2 Contractual Terms

University staff members appointed under contractual arrangements will adhere to the conditions stipulated in their respective contracts, as agreed upon between them and the University. These individuals may have the opportunity to transition between permanent and contractual status, or vice versa, by submitting an application for review and approval by a designated University authority. The final determination regarding such a change rests solely with the Chancellor.

4.3.3 Part-time/ Adjunct Terms

University staff may be appointed on Part-time Terms where the employee is engaged for less than the normal, on an average of 20 hours per working week.

4.3.4 Casual Terms

Employees who are engaged to perform defined tasks on an on-call basis and whose remuneration is determined for each task performed shall be considered as Casual Employees.

4.3.5 Honorary Terms

University personnel serving in honorary capacities will receive compensation solely in the form of honorariums or other predetermined remuneration, subject to approval on a case-by-case basis. Honorary staff typically consist of individuals recognized for their academic and/or professional eminence, as determined by the authorized University Committee.

4.3.6 Deputed Terms

Deputations, wherein a staff member from one department may provide services to another department under mutually agreed-upon conditions, are referred to as adjunct appointments. The Head of the Department, in consensus with the Dean of the relevant Faculty, is accountable for overseeing such temporary assignments. It's important to note that these assignments do not grant the staff member any extra financial or non-financial benefits.

4.4 Categories of Employees

Employees of the University shall comprise the following categories:

4.4.1 Teaching Staff

Academic teaching staff are the staff who are engaged in teaching, research and outreach activities to the community in line with the mission of the University. They shall include the following:

1. Professor Emeritus;
2. Professor of Practice (PoP)
3. Senior Professor
4. Professor
5. Associate Professor
6. Assistant Professor (Selection Grade)
7. Assistant Professor (Senior Scale)
8. Assistant Professor
9. Teaching Assistant
10. Research Fellow and
11. Research Assistant

4.4.2 Non-Teaching Staff

These staff members are usually engaged in support roles for academic teaching, research operations, administration, maintenance and upkeep of the University.

4.5 Minimum Qualifications for Appointment

The minimum qualifications of a person to be appointed at GCU to a teaching position will be as per UGC or any other regulatory body as the case may be. The University may establish its own minimum qualification requirement for all other positions. All the appointments at GCU shall be done through the "Staff Recruitment and Selection Committee" constituted by Vice Chancellor and approved by the Chancellor from time to time. The decision of the Committee relating to recruitment and selection shall be deemed final.

4.6 Recruitment Procedure

4.6.1 Creation of Post and Cader

The establishment of positions at the university is based on the needs to fulfil the educational and operational

requirements of the university's functioning. The University Grants Commission (UGC) recommendations regarding the student-to-faculty ratio of 15:1 and the faculty-to-staff ratio of 1:1 shall be used to determine staffing needs. The titles for different positions will be in accordance with the University Act and its statutes. Cader ratio of 1:2:6.

4.6.2 Vacancies

Posts shall be deemed to be vacant as a result of the following:

1. End of contract of an employee with GCU;
2. Retirement/ Superannuation of an employee ;
3. Resignation by an employee;
4. Dismissal of an employee by the University;
5. Death of an employee;
6. Restructuring/establishment of University/Faculty/ Department;
7. Rejection of appointment offered by the University to a candidate; and
8. Cader revision
9. Any other causes, and/or reasons.

4.6.3 Notification of Vacancies

The Dean, Director or Head of a Department shall immediately notify the University Registrar regarding the existing vacancies or positions expected to fall vacant within the next three (3) months on a regular basis.

4.6.4 Methods of Filling Vacancies

Vacancies may be filled through any one of the following methods:

4.6.3.1 Promotions

Where a Dean, Director or Head of a Department is satisfied that there is an employee who is competent to fill a vacant post, the concerned Dean of the Faculty or Director of the Directorate shall recommend that the vacancy be filled, by promotion, within the department.

Provided that no one who is still serving a probationary period shall be considered for promotion.

4.6.3.2 Advertising

Where the concerned Dean, Director or Head of a Department is convinced that there is no qualified candidate from within the department/unit to fill the vacancy, they shall recommend that the vacancy be advertised. The advertisement may be made within the University or externally if it is believed that the position cannot be filled up by references through the employees within the University. The Human Resource Department shall release advertisement for recruitment for Teaching/Non - teaching posts in leading newspapers or other media and job portals giving applicants at least 30 days time from the date of publication of the advertisement. The advertisements shall also be uploaded onto the Website of the University. The job advertisements shall contain sufficient details about the positions advertised, the type of person required and other relevant information.

4.6.3.3 Secondment

The University may receive or send staff members on secondment by authority of the Vice-Chancellor under the terms and conditions stipulated in Chapter 11 of these Regulations.

4.6.3.4 Re – appointment

An employee on contractual or temporary terms may be re-appointed where the conditions for re-appointment and the procedure thereof are specifically provided for in the initial contract.

4.6.3.5 Other appropriate methods

Notwithstanding provision 4.6.3.1 to 4.6.3.4 above, the University may hire eminently suitable candidates through other appropriate methods as approved by the Chancellor from time to time.

4.6.4 Application

All persons seeking employment with the University shall do so through a written application addressed to the Chancellor in the format published on the website/advertisements.

4.6.5 Processing Applications and Short Listing

Applications for Teaching / Research / Non - teaching positions shall be received by the University HR department and shall be scrutinized by the Manager – Human Resource in consultation with the Vice – Chancellor/ PVCs/ Registrar/ Deans of Faculty as per the minimum requirement criteria set by the University. Shortlisting of applicants shall be the responsibility of the Human Resources Department. The Manager – Human Resource shall co-ordinate the exercise in close consultation with the concerned Faculty/ Department as the case may be.

The short-listing shall always be guided by agreed criteria as well as the provisions in the advertisement or other job-related factors as may be considered relevant by the University. Meeting the minimum requirements stipulated in the advertisement shall not automatically entitle a candidate to be shortlisted. Short-listing shall be done within a reasonable period normally not exceeding one month from the closure of receiving applications.

Short-listed applicants shall be given reasonable notice for attending interviews specifying the time and place of the interview by email or other communication.

4.6.6 Call for Interview

The shortlisted candidates shall be sent an interview invite through email specifying the time, place of interview and requirements for interview. The candidate may be called on their personal number intimating them about the interview. Additionally, the candidate may also be sent a WhatsApp message.

4.6.7 Interview Procedure

All appointments of the University shall be made through the “Staff Recruitment and Selection Committee” constituted by the Vice Chancellor and approved by the Chancellor of the University from time to time. The interview process will have the following steps:

1. Introduction of the Selection Committee by the Manager – Human Resource.
2. Brief introduction of the candidate.
3. A presentation for about 20 minutes on any of the following as the case may be:
4. Any technical/ research topic/ Design Portfolio – for Academic Staff.
5. A relevant topic in line with the job profile – For non-teaching staff.
6. Discussions and questions from the panel

Note: For job profiles where presentation is not relevant, an interview may be considered equivalent.

4.6.8 Evaluation Procedure

The University shall use a standard evaluation form, which lists various parameters against which each candidate will be scored. Evaluators shall indicate, by giving marks, whether the applicant possesses the credentials to qualify for further consideration for the applied position. The Manager – Human Resource shall consolidate the marks and shall produce the final report for consideration by the Vice Chancellor and the Registrar.

4.6.9 Selection

All the appointments in the University shall necessarily be made by following the procedure as laid down in 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' and approved by the Board of Management and the Board of Governors on the recommendation made by the appropriate Selection Committees.

After the approval of the Board of Management and the Board of Governors, Manager – Human Resource shall discuss with the candidate regarding Rules and Regulations of work in the University. If the candidate is agreeable to the terms and conditions, he/she shall be issued an "Offer Letter". On acceptance by the candidate he/she shall be issued a formal "Contract of Employment". The candidate is normally expected to collect the Contract of Employment within three days of its issue and return an acknowledged copy to the University within five days of acceptance of the appointment order. In case the candidate fails to submit the acknowledgment within the stipulated time, his/her appointment with the University may be subject to cancellation.

4.6.10 Submission and Verification of Documents

The selected candidate will be required to submit all the required documents to the University Registry on the day of accepting the offer. The Manager – Human Resources reserves the right to authenticate in such manner as he/she shall deem necessary a prospective employee's employment and salary history, stated qualifications, and references.

4.6.11 Impersonation or Falsification of Documents

Cases of impersonation, falsification of documents or giving false /incomplete information whenever discovered either before the appointment or afterward, shall lead to automatic cancellation of candidature or appointment or dismissal or prosecution in the courts of law.

4.7 Background Check

To ensure a safe and productive workplace, GCU may conduct background checks on candidates being considered for employment in certain designated positions with the University. The background checks may include but are not limited to any history of criminal record; listing in the National Database of Sexual Offenders (NDSO) or other similar listings; and verification of academic credentials, prior to employment. If required or as applicable for the position for which the applicant has applied, additional background checks as decided by the University will be conducted.

4.8 Induction/ Orientation

Induction shall be the first step in building a two-way relationship between the University and the employee. The induction shall serve the purpose of introducing the new employee to the work environment as well as to the various aspects of the employee's work.

Induction is mandatory to properly initiate all new staff (whether hired, promoted or transferred) into their new tasks.

The induction programme shall be initiated by the Manager – Human Resource and furthered by the Dean of the relevant Faculty.

The Orientation shall be of the following types:

4.8.1 Employee Orientation

The Human Resource Department will arrange for all new employees to attend an Orientation programme where they will be provided with information on the University's history, facilities, programs, benefit plans, safety programs, and personnel policies and procedures. At this meeting, new employees shall be given the opportunity to enroll in employee benefit plans, obtain an employee University identification card or badge and review the University Patent Policy and Agreement.

4.8.2 School and Department Orientation

In addition to the orientation conducted by University Human Resource Department, new employees shall be provided further orientation at the Departmental level under which they are recruited. Each School will have a "Staff Induction Training Committee" constituted by the Dean of the respective School for providing orientation to new joiners. In case of a Department the Head of the Department will be responsible to provide the orientation to the new staff member. In this orientation, new employees will be familiarised with the role that the School and the Department plays in the functioning of the University and how their position contributes to the functioning of the School and Department. In addition, it is expected that the reporting officer shall review the following with each new employee:

- I. The employee's job duties and responsibilities;
- II. The operational policies and procedures of the Faculty and Department (e.g., lunch hours and reporting of absences and vacation time);
- III. The functions and activities of the department;
- IV. The teaching pedagogy including framing of assignment and question paper and evaluation schemes of the University
- V. The quality of services that the Faculty and the Department is expected to provide to the students, parents, visitors, and the public;
- VI. The physical layout of the office, the building and immediate vicinity, and all other relevant work areas;
- VII. The University Information Security Policy and Guidelines; and
- VIII. Any other applicable departmental policies.

4.9 Probation Period

Probation shall mean a prescribed period which an employee has to serve prior to being confirmed in the University's service on permanent terms. The probation period 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. GCU shall use this period to evaluate the employee's capability, work habits, and overall performance. During this period the employee shall be considered to be a temporary employee and satisfies to the following conditions:

- I. All employees are required to serve the probation period as agreed in the contract of employment.
- II. During the probation the employee may be paid a stipend and not the full salary as agreed in the contract of employment.
- III. The probation period may be extended for an additional period (s) in cases where the employee's performance is not up to an acceptable standard or fitment to the job could not be evaluated in the probation period.
- IV. An employee shall not be employed for a probation period of service on more than one occasion by the University unless he/she is engaged for work of a different nature.
- V. During the probationary period a contract of employment may be terminated by the employee by giving not less than one month's notice of termination, or by payment of one month's gross salary/stipend (i.e. Basic + DA + HRA+OA) in lieu of notice.
- VI. Notwithstanding the provisions of (I) above, the University may waive the whole or part of the probation period of service in certain cases especially where the employee has performed prolonged service beyond the normal probation period.
- VII. An employee is not entitled to any benefits of the University or to be promoted during the probationary period of service.
- VIII. The probation period may be extended by the number of days an employee takes leaves during his/her probation period.

4.10 Confirmation

An employee who has successfully completed his/her probation may be confirmed in the University service with effect from the date of expiry of their probationary period. The procedure for confirmation shall be as follows:

- I. The employee shall, through the Head of the concerned department, submit an application, and a statement of progress/active contributions/achievements during the tenure of probation to the Registrar, one week before the expiry of the probationary period.
- II. The Registrar shall evaluate the employee's performance during the probation period and where the performance of the employee, due for confirmation, is found satisfactory, shall forward to the

Manager – Human Resource, a recommendation that the employee be confirmed and the appointment approved by the Chancellor.

- III. Where the Registrar in consultation with the Head of the Department/Dean finds the performance of the employee due for confirmation to be unsatisfactory, the Head of the Department shall so inform both the Manager – Human Resource in writing and indicate clearly his/her recommendation which post the approval of the Chancellor may be communicated to the employee.
- IX. Once the confirmation has been granted, the employee is entitled for all the benefits of the University and is eligible for a full salary as agreed in the contract of employment.
- IV. Confirmation in all cases shall be processed within the probationary period of an employee. In the event that this is not done and the probationary period expires, the employee shall be entitled to have their confirmation back-dated to the date it was first due.

4.11 Service Book

A Service Book shall be maintained by the Manager – Human Resource for all employees of University which shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the required by the Human Resource Department. The Service book may be maintained as a hard copy booklet or on the University ERP system.

4.12 Employment of Foreign Nationals

GCU's employment of foreign nationals shall be restricted to those who are authorized under law to accept employment in India. All such candidates shall come through proper channel with valid permissions from the relevant authorities.

Foreign Nationals may be invited on contract as visiting faculties or consultants as per the requirements of the University.

4.13 Employment of Minors

No person under the age of eighteen (18) shall be employed by GCU and its associates working for the University.

4.14 Employment of Relatives

As a policy GCU does not encourage friends/relatives of any employee of the University for employment with GCU. Notwithstanding the policy, GCU employees may refer friends and relatives for possible employment by the University. Such referrals are processed in accordance with the regular procedures used for all applicants. The employment of relatives who are qualified for employment at GCU shall be subjected to the following policy provisions:

- I. Close relatives and members of the same household shall not be employed in positions where one has supervisory responsibility for the other or makes employment decisions pertaining to the other.
- II. Close relatives are defined as the employee's spouse, parents, parents-in-law, grandparents, brothers, sisters, brothers- or sisters-in-law, sons- or daughters-in law, uncles, aunts, nieces, nephews, children, or grandchildren.
- III. In situations where two employees become close relatives by marriage the intent to do so should be informed to the Registrar/Director before the marriage.
- IV. In situations where two employees become close relatives by marriage and one has supervisory responsibility over the other or makes employment decisions pertaining to the other, one of the individuals shall be required to effect a transfer or be terminated before resuming duty after marriage.

Requests for exceptions to any of the provisions above shall have to be approved by the Chancellor.

4.15 Employment of GCU Students

GCU students whether full time or part time shall not be employed by the University in a regular, full- time position.

- I. However Full Time PhD students of GCU may be offered Part-time teaching positions in the University. Any such offers made to a PhD student shall not make him/her an employee of the University.
- II. Post Graduate students who would like to pursue a career in academics or academic administration may be considered for internship, after scrutiny by the selection panel headed by the Vice-Chancellor based on the recommendation of the panel the internship shall be approved by the Chancellor.

4.16 Resignation

Resignation is a voluntary separation initiated by the employee when the employee is desirous of leaving the services of the Institution.

- I. No employee shall leave the University before completing one year of service, except for any critical reasons, for which the consent of the Registrar shall be obtained.
- II. Employee needs to send a written communication to the immediate supervisor stating his /her intent to resign. The application could be made preferably via email. Only in rare cases, a handwritten application is admissible.
- III. All employees are required to give 30 days in notice period, allowing sufficient time for the University to find a suitable replacement and facilitate a smooth transition.
- IV. The HR department, based on the recommendation from the Manager/HOD, will decide on the employee's last working day in the organization.
- V. Resignations for any reason will not be accepted during the semester's progress. Faculty members, in the best interest of students and the University's operations, are expected to plan in advance for the completion of all assigned tasks and the handover of responsibilities before submitting their resignation. A planned exit at the end of the semester, as per the academic calendar, is ideal. To achieve this, the intent to resign should be conveyed to the reporting authority at least two months in advance.
- VI. During the notice period, the staff member will NOT be eligible to attend any Faculty Development Programs (FDP), orientation sessions, or training sessions, or receive any awards, gifts, or any other benefits extended to serving faculty members.
- VII. No leave shall be granted during the notice period. If availed, it will not be counted towards the notice period, will not be paid for and the relieving date will get extended by the duration of the leave taken.
- VIII. Employee can buy out the notice period by paying one month's Salary In lieu of Notice period or as specified in the Appointment letter. The decision to allow a notice period buyout will be at the discretion of the Registrar/Director.
- IX. If resignation is submitted in a month where the vacations are scheduled or within 3 succeeding months after the vacation, the entire period of vacation will be considered as leave without pay.
- X. It is obligatory for the employee to finish the task in hand before the specified date of release and hand over the completed assignment /task to the Manager/HOD prior to the last working date.
- XI. All certificates/forms/letters/documents will be put on hold if the employee does not complete the exit process as per the laid-out policy. If the employee has any issues/ requests, then these should be discussed and approved by the Registrar/Manager and Manager of Human Resources.
- XII. While handing over the University's property, the employee needs to ensure that the Institution related data/information stored in the laptop/PC/tablets all electronic storage devices are intact and

no data is deleted. This will be verified by the person taking the handover/department head/ HR. If any data is found tampered or missing, then strict action will be initiated.

- XIII. During the notice period, for months with less than 20 working days, the salary will be paid only for the number of days worked. Weekends and holidays will not be included in salary payment.
- XIV. Access to any online learning portals will be suspended during the notice period.
- XV. Any pending dues, including any payments in lieu of default of the minimum tenure commitment in the contract signed for study leave, sabbatical leave, or any other reason, shall be cleared before the completion of the notice period.
- XVI. If the employee was trained by the University by investing money and resources and the employee is submitting their resignation within one year from the date of completion of training the employee shall pay the University the cost incurred by the University for training before the last working date and obtain a No Due certificate.
- XVII. After an employee, has submitted the resignation or confirmed intention to leave to the Manager/HOD, the employee is expected to co-operate with the systematic planning of handover of work assignments and work schedules within the team.
- XVIII. The salary for the month in which the employee's resignation is accepted (minimum one month) will be kept on hold and will be released along with the F&F settlement payments.
- XIX. Either party may request that the notice period be waived by mutual agreement. If employee subsequently wishes to withdraw the resignation, this may only be done by a written request. It will be up to the Manager/HOD and Director to discuss and agree if this can be accepted.

CHAPTER 5: CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS.

5.1 General Policy

5.1.1 Policy for Persons with Disabilities

The University shall not discriminate against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability if the person is qualified and able to perform the "essential functions" of the respective job with "reasonable accommodation."

5.1.2 Policy for Tobacco, Drug and Alcohol-Free Workplace

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol by employees of the University is strictly prohibited. All employees as a condition of employment shall:

- I. Abide by the University's policy on prohibited substances; and Smoking and use of tobacco on campus is strictly prohibited.
- II. Inform the University if he/she is convicted for possessing / using drugs immediately after conviction.
- III. An employee convicted of a crime, misdemeanour or drug/ alcohol violation shall face strong disciplinary actions which may include termination of employment.
- IV. If reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee shall be required to undergo a medical test and suitable disciplinary action shall be taken thereafter.

5.1.3 Policy for Sexual Harassment/ Gender Bias

In line with the Constitution of India that guarantees equality, dignity and non-discrimination, GCU reaffirms its policy of zero-tolerance to sexual harassment and is committed to creating an environment that respects and protects the rights of all its members, irrespective of their gender.

- I. This policy shall apply to all students and employees of the University as well as to others who participate in the University's programmes, activities and employment in both on-and off-campus settings.
- II. An offender shall be dismissed if found guilty. Unwelcome sexual advancements, requests for sexual favours and other verbal or physical conduct of sexual nature constitute sexual harassment including:
 - a) Physical contact and advances; or
 - b) Demand or request for sexual favours; or
 - c) Sexually coloured remarks; or
 - d) Showing Pornography; or
 - e) Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

5.1.4 Policy for Soliciting/ Canvassing

- I. Canvassing, placing signs and posters for solicitation purposes, fund raising, chain letters and collections of any kind and sales of tickets or merchandise are prohibited on the University premises.
- II. All employees are prohibited from indulging in any personal activity utilizing the University's resources and facilities.
- III. Any staff member found indulging in conducting tuition classes or coaching classes whether for remuneration or otherwise shall be suspended with immediate effect.

5.1.5 Policy for Attendance

- I. Employees are required to be prompt in reporting to work on time. It is expected that employees shall remain on the job until the end of the workday unless excused by the Head of the Department (Manager) or the Dean (Director).
- II. An employee, who knows he / she will be absent from work on a particular day shall report such anticipated absence to the Head of the Department.
- III. A record of tardiness and unexcused absences will result in loss of pay or other disciplinary action(s) which may even lead to termination of employment.

5.1.6 Policy for Time – Keeping

- I. The Biometric / Face recognition technology enabled time recording tool shall be used by all staff members to record time of entry & exit. Accurately recording time worked shall be the responsibility of every employee. State laws require GCU to keep an accurate record of time worked in order to calculate employees' pay and benefits. Time worked shall be all the time actually spent on the job performing assigned duties.
- II. This is done for keeping track of employees' and associate members' punctuality which will lead to their performance analysis.
- III. Altering, falsifying, and tampering with time records shall result in strict disciplinary action, up to and including termination of employment.

5.1.7 Policy for Conflict of Interest

- I. An employee of the University shall avoid actual or apparent conflicts of interest between their University's obligations/ responsibilities and outside activities.
- II. Transactions with outside organizations shall be conducted within the framework established and controlled by the Vice Chancellor of the University.
- III. Any dealings with outside organizations should not result in unusual gains for those organizations. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee, or both.
- IV. Any transaction and gifts in any form that could be interpreted to involve unusual gain shall be reviewed and scrutinized by a committee constituted by the Vice Chancellor for approval.

5.1.8 Outside Employment

- I. Employees shall not hold any type of outside employment/assignment/responsibility either for personal interest or for public interest as long as they are an employee of GCU.
- II. In case of any request for special type of service from any other organization, the employee shall be liable to take a formal written permission from the Registrar stating clearly the type of activity, the outcome of such special activity and remuneration.
- III. Special requests shall include Guest Lectures, Chairmanship of committees or working in any other capacity outside the University.

5.1.9 Personal Relationship at Work Place

- I. GCU forbids employees from displaying romantic or dating relationships within the University premises or outside.
- II. In situations where these behaviors create actual or potential issues, GCU will respond promptly, which may include reassignment or departmental transfer, and in severe cases, termination or dismissal from employment.
- III. Employees and associated staff members are expected to avoid public display of affection and excessive personal conversations in the workplace.
- IV. This policy applies to all University employees, students and associated members, without distinction based on gender.

5.1.10 Work Ethics

- I. The efficient operation and reputation of GCU shall be built upon the principles of fair dealing and ethical conduct of its employees. Employees owe a duty, to GCU, to act in a manner that will merit the continued trust and confidence of the Public.
- II. GCU shall comply with all applicable laws and regulations and expects its employees (both teaching and non – teaching) at all levels to conduct work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.
- III. In situations where it is difficult to determine the proper course of action, the matter should be discussed with higher authorities for advice and consultation.
- IV. No employee shall indulge in or encourage any form of malpractice connected with any activity (teaching or administrative) of the University.
- V. Disregarding or failing to comply with this standard of work ethics and conduct shall lead to disciplinary action, up to and including possible termination of employment.

5.1.11 Non – Disclosure Agreement

- I. The protection of confidential operational information and trade secrets is vital to the interests and the success of GCU. Such confidential information shall include but is not limited to, the following examples:
 - a. Compensation data
 - b. Pending projects and proposal
 - c. Computer processes
 - d. Research and development strategies
 - e. Computer program & codes
 - f. Scientific data
 - g. Any published/ unpublished research data
 - h. Marketing strategies
 - i. Computer lists
 - j. Scientific formulae
 - k. Technological data
 - l. Scientific prototypes
 - m. Customer/ clients lists
 - n. Financial information
 - o. Human Resource Strategies
 - p. New market research
 - q. Documentation/Data prepared for patent
- II. All employees and associated members shall be required to sign a “Non-Disclosure, Non-Solicitation,

- Confidentiality and Non-Compete Agreement” as a precondition of employment.
- III. Employees or associated members who improperly use or disclose trade secrets or confidential business information shall be subjected to legal action/ disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.
 - IV. Employees should refrain from any Plagiarism and activities such as Cyber Crimes and Cyber bullying.

5.2 Employee code of Conduct

5.2.1 Personal Appearance

- I. During office hours or when representing GCU, the employees are expected to present a clean, neat and tasteful appearance.
- II. Employees shall dress and groom according to the requirements of their position and accepted social standards. This shall be particularly true if the job involves dealing with visitors in person.
- III. The following personal appearance guidelines should be followed:
 - a. Bermudas and shorts do not represent appropriate professional attire.
 - b. Unnaturally coloured hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
 - c. Offensive body odour and poor personal hygiene is not professionally acceptable.
 - d. Facial jewellery, such as eyebrow rings, nose ring, lip rings, and tongue studs, are not professionally appropriate and shall not be permitted during office hours.
 - e. Multiple ear piercing (more than one ring in each ear) are not professionally appropriate and must not be worn during office hours.
 - f. Visible tattoos and similar body art must be covered during office hours.
 - g. Any insignia or attire representing any religion, community or a group are not permitted.

5.2.2 Gratuities and Gifts

- I. Employees of the University shall not accept gratuities, courtesies or gifts in any form from any person or persons, corporations or associations that directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.

5.2.3 Employee Code of Conduct and Progressive Discipline

The University's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action shall be to correct the problem, prevent recurrences and prepare the employee for satisfactory service in the future. Although employment with the University shall be based on mutual consent, the University shall have the right to terminate employment at its sole discretion, with or without cause or advance notice under the policy of progressive discipline. The code of conduct is as follows:

5.2.4 Teachers and their Responsibilities

Whoever adopts teaching as 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/her students and the society at large. Therefore every teacher should see that there is no incompatibility between his/her percept 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.

As teaching faculty, one shall:

1. Adhere to a responsible pattern of conduct and demeanour expected by the community;
2. Manage private affairs in a manner consistent with the dignity of the profession;
3. Seek to pursue professional growth continuously through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
5. Maintain active membership of professional organisations and strive to improve education and profession through them;
6. Perform duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of the university examinations, including supervision, invigilation and evaluation; and
8. Participation in extension, co-curricular and extracurricular activities including community services.

5.2.5 Teachers and Students

As teaching faculty, ones shall:

1. Respect the right and dignity of the students in expressing their opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among the students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention only to the attainments of the student in the assessment of merit;
8. Make yourself available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

5.2.6 Teachers and Colleagues

As teaching faculty, one shall:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities, and
4. Refrain from allowing consideration of caste, creed, religion, race or gender in your professional endeavour.

5.2.7 Teachers and Authorities

As teaching faculty, one shall:

1. Discharge your professional responsibilities according to the existing rules and adhere to procedures and methods consistent with your profession in initiating steps through your own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;

2. Refrain from undertaking any other employment and commitment including private tuitions, coaching classes etc. which are likely to interfere with your professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge those responsibilities satisfactorily;
4. Co-operate with the authorities for the betterment of the University keeping in view its interests and in conformity with the dignity of the profession;
5. Adhere to the conditions of contract of employment, policies and rules of the university.
6. Give and expect due notice before a change of position is made; and
7. Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view your particular responsibility for completion of the academic schedule and other responsibilities.

5.2.8 Teacher and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the University; and
2. Teachers should help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

5.2.9 Teachers and Guardians

As teaching faculty, one shall:

Through various forums, to 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 benefits of the institution.

5.2.10 Teachers and Society

As teaching faculty, one shall:

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

5.2.11 General Code of Conduct

1. In order to foster an environment which encourages high standards of learning, teaching and research, we believe that both personal and academic integrity are critical. The University expects all Individuals to conduct themselves with uncompromising integrity in both, personal and academic life.
2. Further, members should lead by example and not indulge in practices such as biased evaluations, partiality during coursework, plagiarism, and unfair research practices. You will not indulge in any violent, riotous behaviour. Disciplinary action may be taken against any individual violating this Code.
3. The University encourages students, faculty and staff members to uphold values such as integrity and honesty. The University strongly disapproves of corruption in all its forms. The University believes that

- giving and receiving bribes constitute corrupt practices that are strictly prohibited.
4. The University at the same time acknowledges that giving gifts is also a culture of expressing appreciation; illustratively a gift given as a memento after a seminar or guest lecture. Recognizing these circumstances, the University believes that receiving or giving gifts is acceptable practice provided the reason for the gift, type and the estimated value is declared to the Registrar.
 5. Intimidating/blackmailing/harassing/threatening any person to do any act in favour of the person threatening is also deemed to be corrupt practice.
 6. Equal Employment - It is the policy of the University to provide equal employment opportunities for all applicants and employees in compliance with all applicable laws. This applies to all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, training and promotion.
 7. Free Speech - The University is committed to providing an environment that fosters academic enquiry and expression of ideas. Individuals are entitled to express their views provided such views are not contrary to this policy, provisions of the Constitution or any applicable law. This freedom comes with the basic expectation of responsible behaviour specifically in upholding the confidentiality of certain information that the person may be privy to.
 8. Retaliation - The University prohibits retaliatory action or reprisal against an individual for reporting an incident of discrimination or harassment or being a witness in any inquiry on discrimination or harassment. Retaliatory action includes but is not limited to intimidation, unjustified grading and performance reviews, denial of promotion, threat of expulsion and termination, expulsion and termination.
 9. Consensual Relationships - The University does not permit such Consensual Relationship between staff members or between staff member and student in which direct interaction exists. In the event such a Consensual Relationship exists, the member or the student involved must report the relationship to the Registrar. If the parties to the relationship express an intention to the Registrar to continue in the relationship, the staff member and the student will decide amongst themselves which one of them will resign from either teaching / administrative role or from being enrolled, in that programme due to which the interaction between them exists.
 10. Violation of any of the provisions of this code of conduct by any of the employee shall result in taking stringent disciplinary action including, but not limited to termination of employment.

Disciplinary action shall involve any of four steps: verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences (Refer 5.2.3). There may be circumstances when one or more steps are by passed. Progressive discipline shall ensure that, with respect to most disciplinary problems, the above steps shall be followed: a first offence may call for a verbal warning; a next offence may be followed by a written warning; another offence may lead to a suspension; and, still another offence may then lead to termination of employment. The University recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment without going through the usual progressive discipline steps. While it is impossible to list every type of behaviour that shall be deemed a serious offence, the employee conduct and work rule policy includes examples of problems that may result in immediate suspension or termination of employment. However, any problem not listed as a necessary serious offence, but may be an example of unsatisfactory conduct, shall trigger progressive discipline.

5.2.12 Work Place Etiquettes

- I. University shall strive to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behaviour in the work place may be disruptive or annoying to others. Many of these day – to – day issues may be

- addressed by politely talking with co-workers to bring the issue to his or her attention.
- II. The University encourages all employees and associate members to keep an open mind and graciously accept constructive feedback or a request to change behaviour that may be affecting another employee's ability to concentrate in work.
 - III. Some work place etiquettes are listed below. However, there may be many more such work place etiquettes.
 - a. Avoid public accusations or criticisms of other employees.
 - b. Try to minimize unscheduled interruptions of other employees while they are working.
 - c. Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or work space.
 - d. Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open area.
 - e. Ensure minimal socializing at work place, and try to conduct conversations in areas where the noise will not distract others.
 - f. Avoid talking between work spaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
 - g. Do not to block walkways while carrying on conversations.
 - h. Refrain from using inappropriate language (swearing).
 - i. Avoid listening to music, voicemail, and do not up on speaker while talking on the phone.
 - j. Keep the work desk well arranged and tidy.

5.2.13 Political Activity

- I. As an individual, each employee of the University shall retain all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the University shall be allowed to be a candidate for a political party seeking votes while being employed with the University, or take part in a political campaign while on duty.

5.2.14 Disclosure and Revelations

- I. Without prior sanction from the Registrar no employee shall talk to media or publish any statement either by name or anonymously about issues related to University matters.

5.3 Misconduct

5.3.1 Offences & Misconduct

- I. All employees shall follow the Rules and Regulations and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected by the University. Offences such as the following (but not limited to) when committed shall constitute misconduct and will attract disciplinary action:
 1. Consuming alcohol on duty;
 2. Sleeping/dozing while on duty;
 3. Consumption of illegal drugs;
 4. Wilful insubordination or disobedience and refusal to take lawful orders;
 5. Refusal, negligence or omitting to perform one's official duties and/or discharge official responsibilities duly assigned;
 6. Incompetence or inefficiency in the performance of prescribed duties;
 7. Persistent late coming and/ or absence from duty without permission;
 8. Use of abusive or insulting language or behaviour or assault;
 9. Boisterous or disruptive activity in the workplace;
 10. Acts or omissions that are prejudicial to the proper performance of duties or the University's

- image or status, whether within or outside the University;
11. Displaying religious insignia/symbols
 12. Using religious slogans
 13. Misuse of or damage to University property;
 14. Slander;
 15. Tendencies of discrimination;
 16. Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour;
 17. Abscondment from duty;
 18. Breaching or contravening the University's prescribed operating rules, Regulations and procedures likely to cause financial loss or damage of University property;
 19. Persistent failure or negligence of a Head to enforce discipline or follow prescribed University rules, procedures and standing instruction;
 20. Theft, fraud, or embezzlement of University's funds and property;
 21. Unauthorized access or removal, alteration, mutilation or destruction of University documents, records, or information;
 22. Taking part in strike/hartals/gherao;
 23. Acts likely to endanger the safety or life of or which may result in injury to another person, including gross negligence or misconduct, violence or fighting;
 24. Soliciting or accepting bribes, sexual favours.
 25. Mental, Physical and Sexual Harassment.
 26. Plagiarism; and
 27. Non adherence to any other policies of the University
 28. Monetary transactions including lending and borrowing.

5.3.2 Gross Misconduct

Any of the above offences may be construed as gross misconduct by the University depending upon the circumstances and gravity of the offence, and when they are repeated.

5.4 Employee Grievance

5.4.1 Grievance Procedure

- I. An employee with a grievance shall present it to the Head of the Department (Manager) in writing for resolution.
- II. Where the Head of Department (Manager) fails to resolve the grievance within a stipulated number of working days, such grievance shall be referred to the Dean (Director) who shall handle the grievance and shall conclude it within a stipulated number of working days.
- III. Where the Dean (Director) fails to resolve the grievance, such grievance shall be forward to "Staff Grievances and Redressal Committee" constituted and chaired by the Registrar/Vice Chancellor. The Committee shall resolve the grievance of the employee within the stipulated number of working days from the date of receipt of the grievance from the respective Dean (Director). The decision of the Committee shall be deemed final.
- IV. In each of the cases the employee shall be notified/intimated by a written communication from the Head of the Department (Manager)/ Dean (Director)/ Staff Grievances and Redressal Committee as the case maybe.

5.4.2 Employees Facing Criminal Charges

- I. Where criminal proceedings are instituted against an employee in any court of law, no proceedings for

his or her dismissal upon any grounds involved in the criminal charge shall be taken or proceeded with until the conclusion of the criminal proceedings and the determination of any appeal therefrom.

- II. Nothing in these Regulations shall be construed as prohibiting or restricting the authorised officer of the University, the power to suspend such an employee.
- III. Any employee convicted and proved guilty of a criminal offence shall be immediately dismissed.

5.5 DISCIPLINARY PROCEEDING

5.5.1 Nature of Penalties

One or more of the following penalties for good and sufficient reasons and as hereinafter provided may be imposed on the employees namely:-

- i. Warning;
- ii. Suspension with/without holding of increments;
- iii. Termination;
- iv. Dismissal from service;

Provided the penalties at No. (i) & (ii) shall be treated as minor penalty, and penalty at (iii) & (iv) shall be a major penalty.

Explanation: The following shall not amount to be penalty within the meaning of this regulation, namely the termination of services of an employee appointed for three months or less, or of a person employed under an agreement in accordance with the terms of such agreement.

5.5.2 Disciplinary authorities

The Vice Chancellor or the authority who appoints shall be the disciplinary authority; all actions taken shall be informed to the Chancellor, who is the appellate authority in all cases.

5.5.2.1 Suspension:

- i. The appointing authority may place an employee under suspension under the following circumstances and conditions:-
- ii. a disciplinary proceeding against an employee is pending; or
- iii. a case against an employee in respect of any criminal offence is under investigation;
- iv. a preliminary inquiry against an employee has made out a "prima facie" case which would justify disciplinary proceeding or criminal prosecution against him, and the proceedings are likely to end in his conviction and or dismissal or removal from service; and
- v. (iv) the disciplinary proceeding or criminal offences involving one or more of the following misdemeanours, such as:
 - a. negligence and dereliction of duty resulting in considerable pecuniary loss to the institution;
 - b. desertion of duty; and
 - c. refusal or deliberate failure to carry out written orders of superior authority.

5.5.2.2 Procedure for imposing minor penalties:

- I. No order to impose on any employee of any of the penalties specified in clauses (i) & (ii) of Regulation 5.5.1 shall be made except after:-
 - a. informing the employee in writing of proposal to take action against them and of imputation of misconduct or misbehaviour on which it is proposed to be taken and giving them a reasonable opportunity making such representation as they may make against the proposal; and
 - b. such representation or explanation, if any is considered by the Disciplinary authority as the

case may be.

- II. The record of proceeding in such cases shall include.
 - a. a copy of the intimation to the employee of the proposal to take action against them.
 - b. a copy of the statement of imputations of misconduct or misbehaviour communicated to them;
 - c. his/her representations if any;
 - d. the evidence produced during the inquiry, if any;
 - e. the finding on each imputation of misconduct or misbehaviour; and
 - f. the orders on the case together with reasons therefor.

5.5.2.3 Procedure for imposing major penalties:

- I. No order imposing any of the penalties specified in clause (iii) or (iv) of Regulation 5.5.1 above, shall be made except after an inquiry is held, in the manner provided in these Regulations.
 - a. Wherever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour or breach of any provision of the code of conduct specified in these Regulations against an employee, it may itself inquire into, or appoint an enquiry officer or an enquiry committee consisting of more than one or more persons.
 - b. The disciplinary authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges, which shall include a statement of allegations on which they are based shall be communicated in writing to the employee and they shall be required to submit within such time as may be specified by the enquiry committee, a written statement of their defence and also to state whether they desire to be heard in person.
 - c. The employee shall for the purpose of preparing defence be permitted to inspect and take extracts from such records as they may specify.
 - d. Provided that such permission may be refused if the record for reasons to be recorded are not relevant for the purpose and it is against the interest of the institution to allow their access thereto.
 - e. On receipt of the statement of defence in writing by the employee or if no such statement is received within the time specified, the enquiry committee shall proceed with the enquiry.
 - f. The disciplinary authority may nominate any person to present its case before the enquiry committee. The employee may present their case with the assistance of any other person approved by the enquiry committee but may not engage a legal practitioner for the purpose unless the person nominated by the disciplinary authority to present its case is a legal practitioner or the inquiry committee having regard to the circumstances of the case so permits.
 - g. The inquiry committee shall, in the course of the inquiry, consider such documentary evidence and take such other evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross examine the employee and the witnesses examined in their defence. If the inquiry committee declines to examine any witness on the ground, that their evidence is not relevant or material, it shall record its reasons in writing.
 - h. At the conclusion of the inquiry, the inquiry committee shall prepare a report of the inquiry, record its findings on each of the charges together with the reason thereon. If in the opinion of the inquiry committee, original charges differ from those framed, it may record findings on such charges:
 - i. Provided that findings on such charges shall not be recorded unless the employee has had an

opportunity of defending oneself against them:-

- II. The record of inquiry shall include :
 - a. the charges framed against the employee and the statement of allegations furnished to them;
 - b. their written statement of defence, if any;
 - c. the documentary evidence considered in the course of the inquiry
 - d. the orders, if any, made by the disciplinary authority and the inquiry committee in regard to the inquiry;
 - e. the oral evidence taken in the course of the inquiry;
 - f. a report setting out the finding on each charge and the reasons thereof and
 - g. any suggestion of the inquiry committee, if it considers necessary, for the imposition of any penalty.
- III. The disciplinary authority shall consider the report of inquiry and record its findings on each charge.
- IV. If the disciplinary authority having regard to its findings on the charges is of the opinion that any of the penalties specified in clauses (iii) or (iv) of the Regulations 5.5.1 above, should be imposed, it shall, furnish to the employee a copy of the report of inquiry committee and a statement of its findings, if any.
- V. The disciplinary authority shall consider the representation, if any, made by the employee in response to the notice and determine what penalty, if any, should be imposed on the employee and pass appropriate orders in the case.
- VI. If the disciplinary authority having regard to its findings is of the opinion that any one of the penalties specified in clause (i) to (ii) shall only be imposed, it shall pass appropriate orders in the case.

5.5.2.4 Communication of orders and Appeals:

- I. Orders passed by the Disciplinary Authority shall be communicated to the employees who shall also be supplied with a copy of the report of inquiry committee and statement of its findings if they have not been already been supplied to him.
- II. Any appeal against any of the penalties imposed by the disciplinary authority shall lie to the Chancellor.
- III. Every order of the disciplinary authority imposing any penalty or otherwise affecting his conditions of service to his prejudices shall be served in person or communicated to the employees by registered post acknowledgment due, and a copy of the order be sent to the competent authority at the same time.

5.6 Undertaking

- i. Every employee shall submit an undertaking in the Format given in Schedule A attached to these Regulations, at the time of entry into service of the University.
- ii. Every existing employee shall submit an undertaking in the Format given in Schedule A attached to these Regulations, within one week of the communications of these Regulations.

CHAPTER 6: JOB RELATED POLICY

6.1 Hours of Work

6.1.1 Workweek

- I. Full-time University employees at GCU are expected to work a standard workweek of five/six (5/6) days (As mentioned in the offer letter/contract), spanning from Monday to Friday/Saturday. The specific work hours will be communicated separately. During the hiring process, applicants will be informed about the duration of the regular workweek and any expected variations due to cyclical workloads within their assigned department.
- II. For part time and other employees, the regular workweek represents the minimum hours that an employee is expected to work as defined in their employment contracts. As part of the employee's job responsibilities, faculty may be required to work at special University/Faculty/Departmental events including but not limited to University Events/Ceremonies and shall not be entitled to receive any extra remuneration.

6.1.2 Meal Period

For all employees of the University, lunch breaks shall be for thirty (30) minutes. The employees shall have to strictly adhere to the time period.

6.1.3 Tea Period

For all employees of the University, there shall be two tea periods one in the morning and the other in the afternoon of Fifteen (15) minutes each.

6.1.4 University Holidays

GCU follows calendar holidays as per the list published by the Government of Karnataka. The list of holidays will be published on the first working day of the year and will be circulated to all the employees.

6.1.5 Variation in Work Schedules

This provision applies to instances in which an employee's work schedule may be changed on either a temporary or ongoing basis. Such a change may result from workload variations in the employee's department. A change to an employee's work schedule is to optimize the functionality and operations of the department and must be recommended by the employee's Head of Department (Manager) and approved by the Dean (Director) and the same must be intimated to the University Human Resource Department. In the case of employees at the University City Office, the Human Resource Department shall be the approving authority for any changes in the work schedules. Employees whose work schedules must be changed on a temporary or ongoing basis for unanticipated reasons shall be notified as far in advance as is practical under the conditions that resulted in the change.

6.1.6 Overtime

GCU does not support an overtime policy. However, employees and associated members are required to complete their assignments in a given period of time. Under a specific case of departments working on industry projects/job orders/other vital operations, employees may have to meet the deadlines for delivering the completed project/job order to the customers as a priority. In such situations, the University may compensate such staff members by approving half day/ full day compensatory off as the case be.

Each such instance will have to be recommended by the respective Head/Manager and approved by the Dean /Director.

6.2 Attendance

Employees are required to report for work at their scheduled times and places unless they are on a scheduled absence from work or an emergency situation causes an unscheduled absence or delay in reporting to work.

6.2.1 Absence from Work

- I. Unauthorized absence from work shall be considered as misconduct and strict official action shall be initiated. For an unscheduled absence, employees shall personally notify their Head of the Department as soon as possible of the absence but not less than one (1) hour after the start of the workday.
- II. If an employee is absent from work for Five (5) consecutive scheduled workdays and has not notified his or her supervisor of the unscheduled absence, the employee shall be considered to have resigned voluntarily from the University.
- III. Employees failing to return to work by the expected return date after an approved absence shall be considered to have resigned voluntarily as of the date of the expected return.

6.2.2 Discrepancy in attendance recording

- I. In case of any discrepancy in recording of attendance at biometric or face identification device the staff member shall report the same on the staff portal in the ERP. Inform the Head of the Department/Manager about the same.
- II. The request if genuine it shall be recommended by the Head of the Department/Manager for approval.
- III. The IT team will do the due diligence and update the record.

CHAPTER 7: PROMOTIONS, APPRAISALS AND TRANSFERS

7.1 General

- I. GCU encourages qualified employees to apply for open positions in the University that will help to advance their professional careers or broaden the scope of their work experience. When an employee moves to another position at the University, the move will be classified as either a promotion or a transfer. A promotion occurs when an employee moves to a position that is at a higher salary grade.
- II. A transfer occurs when an employee moves to a position that is at the same or lower salary grade. Any position created vacant due to transfer or promotion, shall be declared as a vacancy for recruitment if the University feels the need for filling the position.

7.1.1 Eligibility

- I. University employees who have successfully completed two (2) years of continuous service shall be eligible to apply for open positions. An employee who has worked in his/her current position for less than two (2) years may apply for open positions only with the written approval of the Registrar.

7.1.2 Other Provisions

- I. Internal job applicants applying for open positions shall do so through the University Registrar and shall inform the Head of the Department/Dean/Director of such action when an interview is scheduled with the hiring department. Employees applying for open positions should submit a completed Promotion and Transfer Application form along with their recent resume to the University Human Resource Department within the prescribed date of application. The University Registry shall obtain a written reference from the internal candidate's current supervisor before an offer of employment is extended to the candidate.
- II. In general, if a qualified internal candidate and one (1) or more external candidates are relatively equal with respect to their qualifications, hiring preference shall be given to the internal candidate provided that such action is consistent with the University's commitment to affirmative action.

7.2 Academic/ Research Staff

7.2.1 Promotion Objectives

- I. To promote Academic Staff whose performance demonstrates particular merit in teaching (and related duties) including student supervision, research, scholarship and creative activity, administration, service and leadership in the University and professional practice including service to the community;
- II. To provide a fair and equitable method of assessment so as to encourage a diverse range of applicants to get appointed and promoted.
- III. To enable flexibility in assessment in order that the various ways in which staff contributes to achievement of the University's vision can be rewarded on the basis of consistently applied standards.

7.2.2 Requirement of PhD as a prerequisite of Promotion

- I. The qualification of PhD or its equivalent for the positions of Professor Grade 5 to 8 shall be mandatory for promotion from the position of Professor Grade 4. No Assistant Professor Grade 1 and 2 of the University, without a NET/MTech/PhD degree or its equivalent shall be promoted to Professor Grade 1 to 4 or Professor Grade 5 to 10 on the basis of his experience or capability. This policy shall not apply to any academic staff member of the University who is on part time or casual employment with the

University.

- II. However these provisions may be varied with the formal approval of the Vice Chancellor.

7.2.3 Exemption to PhD requirement for Clinical Staffs

- I. Teaching faculty in Clinical disciplines may be exempted from the requirement of a PhD qualification for promotional purposes. A Clinical Teaching Staff shall be defined as a holder of a first degree in a clinical discipline, for example, physiotherapy and his/her work is related to patient care.
- II. The promotion of a Clinician Teaching Staff shall be based on achievements in research, refereed publications, textbooks, and, where appropriate, (found in dissertations and/or excellent publications), professional practice and in teaching ability. Objective evidence of these could also be found in teaching awards or Fellowship awards.

7.2.4 Promotion Procedure

- I. The overall promotion procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Annual Performance Indicators (API).
- II. In order to make the system more credible, the University may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the candidate's capacity to use latest technology in teaching and research.
- III. No member will be recommended for promotion to a post more than one grade up the ladder.
- IV. No employee will be recommended for promotion until he/she has served in the lower grade for a minimum period as stipulated by the University.
- V. The University has a "Staff Performance Appraisal Committee", constituted and chaired by the Vice Chancellor, to implement these Regulations for appraisal and promotion incorporating the Annual Performance Indicators (API) based Performance Based Appraisal System (PBAS) at all levels.
- VI. For promotion/ career advancement process the University has classified employees into three categories as follows:
 - Category I – Academic (Teaching)/ Research Staff
 - Category II – Non-Teaching Administrative
 - Category III – Non-Teaching Support
- VII. The University has defined the maximum APIs for various activities performed by staff members under different category mentioned above as attached as Annexure 7.1, Annexure 7.2 and Annexure 7.3
- VIII. The "Staff Performance Appraisal Committee" shall provide marks to the various performance indicators during the appraisal and the weighted average shall constitute the net marks obtained by a staff member. The weights will be given on two basis: Quantity and Quality.

7.2.5 Minimum Academic Performance and Service Requirements for Promotion of Teaching Staff in University

- I. Entry Level: At the entry-level opportunity is given for those only with PG educational qualification and without insisting on NET/SET/Ph.D., but with the designation of Assistant Professor - Grade I.
- II. There will be a promotional avenue for those belonging to these Assistant Professor Grade I to Grade 2.
- III. The nomenclature of Assistant Professor, Associate Professor, and Professor has been redesignated, into Professor - Grade 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10. With appropriate and recommended pay scales as per the University.
- IV. The entry-level for those coming under the provision in accordance with the seventh pay commission would be at Professor Grade – 1 subsequently promoted to succeeding Grades 2 to 10 by completing a minimum of 3 years of experience in that grade and upon meeting other criteria as prescribed by the University.
- V. The other criteria prescribed shall include:
 - i. Qualification: NET/SLET/Ph.D.
 - ii. Professional Degrees such as MTech, MPT, MBBS, LLM, etc.
 - iii. Industry/Professional Practice Experience.
 - iv. Research Credentials/Patents.
 - v. Any other awards, or titles deemed fit by the University.
 - vi. Consistent grading of 'Very Good' in Annual Appraisals.

7.2.6 The Promotion Criteria

- I. The promotion criteria for the University staff may be composed of the following elements:
 - a. Years of relevant experience
 - b. Academic/professional qualifications
 - i. NET/SLET/Ph.D.
 - ii. Professional Degrees such as MTech, MPT, MBBS, LLM, etc.
 - c. Performance Appraisal
 - i. Consistent grading of 'Very Good' in Annual Appraisals.
 - d. Added advantage the University shall have by promoting the staff member
 - e. Industry/Professional Practice Experience.
 - f. Research Credentials/Patents.
 - g. Conduct
- II. However, the "Staff Performance Appraisal Committee" may vary the promotion criteria, from time to time.

7.3 Re - Designation

- I. Re-designation shall not mean promotion. It shall be a lateral re-assignment of duties and responsibilities at the same level deemed administratively prudent. The Dean of a Faculty (Director of a Directorate) shall in consultation with the Registrar re-designate employees as shall be deemed necessary to promote efficient human resource utilisation.
- II. Where duties and responsibilities remain unchanged, re-designation shall not apply. A change of title without a change in the substance of the job shall not call for re-designation but an automatic change of title.

7.4 Seniority of Staff Members

- I. Seniority of the staff members in the University shall be determined as under:
 - a. Seniority of a staff member in the University shall be determined on the basis of the date of appointment and length of continuous service in the University
 - b. The Head of a Department shall be considered senior to other staff members of the department only for the period during which he holds the said post.
 - c. As between the permanent staff and the temporary staff, the permanent staff shall be considered senior irrespective of the length of service.
 - d. Seniority among temporary staff members shall be determined on the basis of their dates of joining duties and length of service.
 - e. In respect of staff members whose length of continuous service is the same, the member holding a higher position or designation shall be treated as senior and as between two staff members whose length of service and the position or designation are the same, the staff member senior in age shall be treated as senior.
 - f. Notwithstanding anything contained in the aforesaid clauses, a Professor of a higher Grade shall always be considered senior to a Professor of a lower Grade, an Professor senior to an Assistant Professor, an Assistant Professor senior to a Teaching Assistant/ Research Scholar.

7.5 Annual Performance Appraisal:

The annual increment will be based on a performance indicator of 'Very Good' by the performance, to be decided by the Appraisal Committee, appointed for the purpose and will not be given automatically based on the tenure of service.

7.5.1 The following shall be followed for the purpose of performance appraisal:

1. There shall be a Performance Appraisal Committee constituted cadre-wise and shall complete the performance appraisal of all the teachers, prior to the academic session of the following year.
2. Before undertaking performance appraisal, it is incumbent upon each Asst. Professor/Professor to submit a self-appraisal Form duly filled in Form No. 1 appended with these rules.
3. The Performance Appraisal Committee shall peruse the self-appraisal entries of each individual teacher and shall also apply the criteria that are applied normally in case of any appraisal of performance, the details of which are appended to these Regulations.
4. The Committee shall consist of the HoD, any one of the Senior-most Professor of the university and an external member who is not less than a level of a professor.
5. The Committee shall indicate the result of their appraisal, along with the performance indicators like 'Excellent', 'Very Good,' 'Good,' 'Satisfactory', and/or 'Not Satisfactory.'

7.5.2 Criteria for Performance Appraisal

1. Category- I: Teaching, Learning, And Evaluation Related Activities
2. Category-II: Co-Curricular, Extension, Professional Development
3. Category-III: Research, Publications, IPR & Academic Contributions
4. Category IV: Stakeholder Feedback, Professional Impact, University Engagement & Contribution

7.5.3 Indicative items covered under the categories for appraisal:

- I. Teaching:
 - a. Number of classes taught : total classes assigned

- b. Teaching Methods Used
 - c. Result Analysis
- II. Involvement in the University students related activities:**
 - a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc.
 - b. Examination and evaluation duties assigned by the university.
 - c. Student-related co-curricular, extension, and field-based activities such as student clubs, mentoring, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, and community services.
 - d. Organizing seminars/conferences/workshops/other events of the University.
- III. Research & Publications:**
 - a. Research Papers Published in Peer Reviewed/UGC-listed Journals
 - b. Books/e-books authored which are published by
 - c. International publishers
 - d. National publishers
 - e. Chapter in Edited Book
 - f. Editor of Book by International Publisher
 - g. Editor of Book by National Publisher
 - h. E-content development
 - i. MOOCs content development
- IV. Projects & Consultancy:**
 - a. State-level / National Level / International Level funded projects and consultancy
- V. Patents:**
 - a. International
 - b. National
- VI. Innovation/Entrepreneurship/Creativity**
 - a. Incubation activity Involvement
 - b. Start-up initiatives
 - c. Business Idea Pitching
- VII. Research Guidance:**
 - a. Ph.D.
 - b. PG dissertation
- VIII. Conference/Seminar/Workshops:**
 - a. Invited lectures / Resource Person
 - b. Papers Presented
- IX. Other Parameters:**
 - a. Feedback from students, Parents & other stakeholders
 - b. Participation in admission
 - c. Involvement and participation in the University Development, goodwill creation and admission enhancement

CHAPTER 8: LEAVE AND VACATION POLICY

8.1 Continuous Service

- I. Continuous Service shall mean the service rendered by an employee without any break within the University. Leave of any kind under Section 8.2 shall not constitute a break in service. The University's HR Department will maintain a cumulative record of leave granted and used by each employee.

8.2 Types of Leave

1. Duty Leave
2. Study Leave
3. Sabbatical Leave
4. Casual Leave
5. Extraordinary Leave
6. Maternity Leave
7. Paternity Leave
8. Compensatory Leave
9. Leave Without Pay

8.3 Definitions and Interpretations

- I. A day means a calendar day for purposes of all leave calculations.
- II. A month shall be considered as per the actual calendar days in a month.
- III. For all calculation purposes the "Leave Year" shall be considered from 1st April each year to 31st March of the next year.

8.4 Leave Matrix

The Leave Matrix is attached as Annexure 8.1

8.4.1 On Duty Leave

- I. Duty leave of a maximum of 10 days in an academic year may be granted for the following:
 - a. Attending conferences, congresses, symposia and seminars on behalf of the University;
 - b. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
 - c. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university; Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, or any other apex body; and
 - d. For performing any other duty for the university.
 - e. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.
 - f. The leave shall be granted on full pay.
 - g. On Duty leave shall be given also for attending meetings in the UGC, DST, etc. where a staff member is invited to share expertise with academic bodies, government or NGO.
 - h. Approval of On Duty Leave will be at the discretion of the committee constituted by the Vice - Chancellor.

8.4.2 Study Leave

- I. Study leave may be granted for entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/Faculty DPE&S/ or any other staff member as set out in the Annexure 8.1 after a minimum of 5 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- II. The University may grant or deny study leave to any employee keeping in mind the availability of vacant positions for teachers and other cadres in the university.
- III. Study Leave may be granted with or without pay. This decision is solely the discretion of the University.
- IV. The maximum period of study leave is one year. Study Leave of six months shall be given in the first instance which may be extended by six more months, if and only if there is adequate progress as reported by the Employee's immediate supervisor.
- V. Study leave shall be granted by the Vice Chancellor of the University on the recommendation of the concerned Dean of the Faculty. The leave shall not be granted for more than one year in one spell, except in very exceptional cases in which the Vice Chancellor is satisfied that such extension is unavoidable on academic grounds or necessary and in the interest of the University.
- VI. Study leave shall not be granted to a staff member who is due to retire within five years of the date on which he/she is expected to re-join duty after the expiry of study leave.
- VII. Study leave shall not be granted more than twice during one's career.
- VIII. Provided that, under no circumstances, shall the maximum of study leave admissible during the entire service exceed two years.
- IX. No staff member, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without prior permission of the Vice Chancellor. In the event, the course of study falls short of study leave sanctioned, the staff member shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Vice Chancellor to treat the period of shortfall as ordinary leave has been obtained.
- X. The amount of scholarship, fellowship or other financial assistance that a staff member, granted study leave, has been awarded may not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.
- XI. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the University, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the staff member, the salary would be forfeited.
- XII. A staff member granted study leave may on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No staff member shall however, be eligible to receive arrears of increments.
- XIII. Study leave may count as service for pension/contributory provident fund, provided the staff member joins the university on the expiry of his/her study leave.
- XIV. Study leave granted to a staff member shall be deemed to be cancelled in case the staff member does not meet the necessary requirements of his/ her research/ study during the leave. Provided that where study leave granted has been so cancelled, the staff member shall not be eligible to apply again for such leave.
- XV. A staff member availing himself/herself of study leave shall undertake in writing that he/she shall serve the university for a continuous period of at least five years to be calculated from the date of his/her resuming duty on expiry of the study leave.

- XVI. After the leave has been sanctioned, the staff member shall, before availing himself/herself of the leave, execute a Service Agreement in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause above and give appropriate security including immovable property to the satisfaction of the University Human Resource Department or a fidelity bond of an insurance company or a guarantee by a scheduled bank or for the amount which might become refundable to the university in accordance with sub-clause above.
- XVII. The staff member shall submit to the University Human Resource Department, quarterly report of progress in his/her study from his/her supervisor or the Head of the Institution. This report shall reach the University Human Resource Department within one week of the expiry of every three months of the study leave. If the report does not reach the University Human Resource Department within the specified time, the payment of leave salary (if any) shall be deferred till the receipt of such report.
- XVIII. An employee on study leave shall not take up part time/full time job anywhere else. If any employee is found to be employed during study leave, the University will take disciplinary action against such employee including termination of service and recovery of salary paid during the study leave period.

8.4.3 Sabbatical Leave

- I. Permanent, full-time teachers of the university who have completed ten years of service may be granted sabbatical leave to undertake research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- II. A teacher, who has availed study leave, shall not be entitled to sabbatical leave.
- III. Provided further that sabbatical leave shall not be granted until after the expiry of seven years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.
- IV. Sabbatical leave may be granted with or without full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- V. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.
- VI. Provided that in such cases the Academic Council/ Research and Innovation Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- VII. In accordance with the Clause 5 above the period of leave may also count as service for purposes of pension/contributory provident fund provided that the teacher re-joins the university on the expiry of his/her leave.

8.4.4 Casual Leave

- I. Total casual leave granted to all the employees including part-time faculty members in an academic year shall be in accordance with the Leave Matrix in Annexure 8.1.
- II. One casual leave will be credited every month for eligible employees who are on the payroll at that time. For the new employees joining the Casual leave will be credited on from the subsequent month of joining.
- III. Casual leave cannot be combined with any other kind of leave. However, casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual

- leave shall not be counted as casual leave.
- IV. Grant of Casual Leave shall be subject to the approval of the Head of the Department/Dean/ or other approving authority as the case may be.
- V. Unused Casual leaves will not be carried over to the subsequent calendar year under any circumstances. Casual Leave entitlements in any year should be availed within the same calendar year.
- VI. Not more than 3 days of continuous Casual leaves can be availed at a time.
- VII. In addition, Special Casual Leave to the extent mentioned below, may also be granted subject to the approval of the Chancellor.

8.4.5 Extraordinary Leave

- I. A permanent staff member may be granted extraordinary leave when:
- II. No other leave is admissible; or
- III. Other leave are not admissible and the staff member applies in writing for the grant of extraordinary leave.
- IV. Extraordinary leave may be with or without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
- V. Leave taken on the basis of medical certificates;
- VI. Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the staff member, such as inability to join or re-join duty due to civil commotion or a natural calamity, provided the staff member has no other kind of leave to his credit;
- VII. Leave taken for pursuing higher studies; and
- VIII. Leave granted to accept an invitation on assignment for technical or academic work of importance.

8.4.6 Maternity Leave

- I. Maternity leave, on full pay, shall be granted to a female staff member for a period not exceeding 90 days each instance, to be availed twice in the entire career. Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female staff member in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- II. Maternity leave may be combined with casual or extraordinary leave but any leave applied for in continuation of maternity leave maybe granted if the request is supported by a medical certificate.
- III. It is mandatory to report and resume duties immediately after the approved leave period failing which the entire duration of the maternity leave shall stand cancelled.

8.4.7 Paternity Leave

- I. Paternity leave of 7 days may be granted to male, full time permanent staff members during the confinement (period of delivery of the child) of their wives and such leave shall be granted only up to two children and subject to production of medical certificate issued by registered medical practitioner.

8.4.8 Compensatory Leave

- I. Staff members who have been delegated and assignment to work on a Sunday(or on the day of a weekly off) maybe entitled to Compensatory leave (as a weekly-off) for an equal number of days that they have worked.
- II. Compensatory Leave cannot be claimed for working on a Saturday or any other Holiday.
- III. Compensatory leave cannot be combined with casual leave.
- IV. Compensatory leave cannot be carried over beyond a month.
- V. Compensatory leave cannot be encashed.

8.4.9 Leave Without Pay

- I. Any leave availed apart from the above-mentioned leave provisions is considered as Leave Without Pay (LWOP).
- II. LWOP may be availed only in dire situations of emergencies and shall not be taken for granted and as a right.
- III. Number of LWOPs taken a year will have direct impact on the annual appraisal of the staff member.
- IV. If an employee does not have any leave to his/her balance and avails LWOP, and if the same is suffixed or prefixed with weekend holidays or GCU calendar holidays, the entire duration including the holidays shall be treated as Leave Without Pay.

8.5 Vacation

Vacation is a designated period of extended leave granted annually/biannually to all staff members. This period is primarily intended for rest, relaxation, and personal rejuvenation.

8.5.1 Points to remember on vacation:

- I. Complete all the task before the start of the vacation and do not keep anything pending.
- II. While vacation is to minimize work-related activities, it does not mean to disconnect from professional responsibilities, always be available and accessible on call and email in case of an emergency at work.
- III. Vacation is to spend time with the family and friends.
- IV. Use it to unwind, rejuvenate body and mind, plan personal and professional growth.
- V. Focus on wellness and health and avoid stressful and strenuous activities that drain the body and mind and eventually fall sick.
- VI. It is mandatory to be present on the day before the commencement of vacation and the day of reopening after vacation.
- VII. The vacation is followed by Faculty Development Programme (FDP) and attendance during the FDP is mandatory.
- VIII. Do not plan any personal activities during the period of FDP.
- IX. Any default on the above conditions will cause cancellation of the vacation and the entire duration will be treated as Leave Without Pay.

CHAPTER 9: STAFF PAY SCALES, GRADES AND CONDITIONS OF SERVICE

9.1 Staff Pay Scales and Grades

- I. The University shall have its own staff grades and pay structure. This structure will also be followed during recruitments and promotions. Staff qualification, experience, competency and skills shall be considered as important criteria for deciding the grade. The staff grades and pay structure of the University are appended in Annexure 9.1 of the Regulations.

9.2 Condition of Service of Appointment at the University

- I. The terms and conditions with regard to the qualifications/ experience/ and any other eligibility criteria will be as prescribed in the UGC and any other regulation or University stipulated requirements as the case may be.
- II. In addition to the above, the Vice-Chancellor may prescribe in consultation with the concerned Dean of Faculty (Director of a Directorate) such specification or other condition that should be satisfied for the post to be filled up.
- III. Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with the incumbent as the first author and all 5 publications being in the author's area of specialization.
- IV. PhD should be from a recognized University.
- V. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Professor Grade 1 to 4, provided the incumbent Assistant Professor has acquired or acquires Ph. D Degree in the relevant discipline.
- VI. Experience at Diploma Institutions is also considered equivalent to experience in Degree level Institutions at appropriate level and as applicable. However, minimum qualifications as stipulated in the regulatory body shall be mandatory.
- VII. If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to First Class/ Division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
5.75	50%
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

9.3 Workload of University Staff Members

- I. The University will define the staff workload based on the total hours available for the semester. The workload will comprise of various activities that the staff members will have to accomplish in the given semester within the available hours of work.

9.4 Publication System of the University

- I. The Research Coordinator of the concerned Faculty will receive all the Publication requests in soft form and communicate the University's decision when the formalities are completed. The Research Coordinator of the concerned Faculty will maintain the record of submitted manuscripts in e-form under the headings:
 - II. Journal;
 - III. Conference;
- IV. Furnishing the necessary information regarding the publications and the conference participation of the Faculty to HR Department will be the responsibility of the Research Coordinator of the concerned School/Department.
- V. The Research Coordinator of the concerned School/Department will forward the submission requests to the Coordinator – Research and Innovation Council for quality check, other routine checks and for facilitation. The Research and Innovation Council may request the corresponding author to make a brief presentation before clearing the manuscript if needed. After receiving favourable recommendations from the Research and Innovation Council, an e-mail clearance will be sent to the Author, HOD and Supervisor (if applicable) by the Research Coordinator of the concerned Faculty.
- VI. The received manuscripts will be placed in the common folder 'Research Department' (a specified server in each Faculty) which is open to all members and students of a given Faculty. It is expected that any authorship grievance should be brought to the notice of the Research Coordinator of the concerned Faculty within 15 days of placing the manuscript in the common folder.
 - a. The Research Coordinator of the concerned Faculty will continually update the status of the submissions until the manuscript appears in print.
- VII. Publication in journals on payment (Article Processing Fee) is not encouraged. While the author has to ensure the journal is adequately reputed, the Publication and Outreach Committee also provide advice and guidance in this respect.
 - i. Every Ph.D. scholar is expected to publish at least one paper in a reputed journal or at least two in conference proceedings prior to submission of the thesis.
 1. (b) Every Faculty member is expected to publish at least one paper, on an average, in a reputed journal per annum and another one in a reputed conference proceedings.

9.5 Conference attendance

- I. Since many of the conference organizers make the attendance mandatory for the publication of the article, the University will try to support the travel and subsistence of the participant subject to the availability of funds. The Scholars and Faculty members are encouraged to use Travel Funds from sponsored, grants-in-Aid, collaborative or consultancy projects for which they are working instead of depending on institutional funds. The applications needs to be submitted to the Research Coordinator of the concerned Faculty in this regard.
- II. Allowances (TA/DA)
- III. Local conferences:
- IV. Registration amount not exceeding Rs. 5,000/- will be paid by the University and only the presenter will be supported.

- V. An all-inclusive subsistence allowance of 500/- will be paid per conference to the presenter. Original receipt for the Registration amount and a self-certified receipt for the subsistence expenditure have to be given to the Research Coordinator of the concerned Faculty after attending the conference.
- VI. National (non-local) Conferences:
- VII. Registration amount not exceeding Rs 5,000/- will be paid by the University and only the presenter will be supported.
- VIII. Travelling will be supported with the limit set at A/C 3 tier fares by the shortest, normal route
 - a. Accommodation and subsistence charges should be borne by the presenter. The participant, after return should provide the original receipt for the Registration from the conference organizers, copy of the ticket for travel.
- IX. International Conference:
- X. International travel to attend a conference will be permitted only if there is a project support. Therefore the details of allowances will be decided on a case by case basis based on the norms set by the sponsor, collaborative agreements etc.

9.6 University Publications

- I. Publication of research journals from each department is the responsibility of the respective Editorial Committee. It may draw outside experts in the committee if needed.
- II. Publication of 'Book of Abstracts' (of Student Projects) and 'Repertoire' (a magazine dedicated to bringing out the highlights of the Academic and Research achievements of a school) is the responsibility of the respective Committees. Both are published annually.

9.7 Training programmes for Teaching/Supporting staff members

- I. All Staff members are encouraged to take up various short-term training programs or attend reputed National or International conferences/ seminars/ workshops etc. Staff members who have put in more than two years of continuous service at GCU are eligible for such deputations. Deans/Heads of the Department (Mangers/ Directorates) shall decide the usefulness of such programs and recommend the names of staff members for attending the programs for approval from the Vice Chancellor of the University. As far as possible, such recommendations should be avoided during active teaching periods.

9.8 Submission of proceedings / documents related to training programs

- I. After attending conferences / workshops, it shall be mandatory for all deputed staff to submit a copy of the proceedings, documents, etc. to the University Library and the Faculty Library. In addition, the staff may be required to make a presentation on the conference or training program attended to the department. This may be also applicable to any kind of dissertation work tending to higher degrees.

CHAPTER 10: STAFF INCENTIVE AND WELFARE

10.1 Staff Insurance and Medical Schemes

- I. The University may cover all the eligible employees and their dependents under Group Medi-claim and Personal Accident Insurance policies as part of its welfare measure. The details of the Insurance scheme are provided in Annexure 10.1.

10.2 Incentive Schemes

- I. GCU will devise incentive schemes for all its staff members engaged in the following activities:
- II. Going out of University and providing Corporate Training Programmes
- III. Providing Corporate Training Programmes at the University premises
- IV. Providing training at the University
- V. Providing proficiency courses at the University
- VI. Taking part in delivering seminars and workshops
- VII. Writing research proposals and bringing grants
- VIII. All other staff who achieve above the specified target for the given year The details of the scheme are appended in Annexure 10.2

10.3 Higher Education Support to Employees of the University

- I. Members of the University Staff having the requisite, minimum qualification can opt for higher studies either in the University or any other University for:
- II. Acquiring the next higher degree
- III. Doctoral Programme leading to Ph. D. Degree
- IV. Post-Doctoral Programme
- V. Any specialized training programme of certain duration in India or abroad
- VI. Interested staff members are required to make an application to the Vice Chancellor of the University through the Dean of the Faculty (or Director of the Directorate). The Vice Chancellor may form a committee to study the request of the candidate for higher education/training and will communicate the University's acceptance or otherwise of the candidate's request for support together with the relevant terms and conditions of such approval.
- VII. In general the University shall follow the following policy in regard to Ph.D. programmes for staff members of the University:
- VIII. This policy is applicable to all staff members of the University.
- IX. There is no compulsion for doing Ph.D., it is voluntary and at the option of the interested staff.
- X. The objective of this policy is to encourage interested candidates to acquire higher qualification of Doctorate Degree as it would help their career progression.
- XI. GCU Staff Members will be eligible for an annual fee concession of 50% of the Regular fees as published in the Fee Schedule of the University from time to time for staff pursuing the Ph.D. programme in GCU.
- XII. The candidate will be required to execute a service bond with an undertaking that, on completion and award of Ph.D., he/she will serve for the GCU for a further period of 2 years (or such other period at the discretion of the Vice Chancellor) at the then existing terms and conditions of employment.
- XIII. In the event of breach of service bond, the candidate has to indemnify GCU to the extent of concession enjoyed by him/her over the external candidate with interest at the rate of 18% p.a. with retrospective effect, if he /she is unable or fails to serve the bond period after completing the Ph.D.
- XIV. Candidates desirous of pursuing Ph.D. programmes with other Institutions will be required to obtain prior written approval of GCU in all cases. Internal candidates interested in pursuing the Ph.D.,

externally, should make an application through their superiors to the competent authority. Each application will be considered on its merits and on a case-by-case basis and permission may be accorded by the competent authority based on merits and with attendant terms and conditions of approval thereof.

10.4 Education Support to Children of Employees of the University

10.4.1 General

- I. Children of GCU employees may apply for study programmes in the University that will help to advance their professional career or broaden the scope of their knowledge. All such deserving children of members of the University having the requisite, minimum qualification (as stipulated by University from time to time) may opt for various study programmes in Garden City University. There is no compulsion for members of the University for admitting their children for doing any study programmes in GCU. It is voluntary and at the option of the interested member.
- II. Children of employees shall not apply for study programmes in the following conditions:
- III. To a department which their parent is a faculty member
- IV. The parent has an administrative authority over the department or the school.
- V. Staff members in administrative roles of assistant Registrar and above
- VI. Staff members associated with the examination committee and office
- VII. However SPECIAL SCHOLARSHIP or BENEFITS will be extended to all such children of staff members who wish to pursue their study programmes in the University.

10.4.2 Eligibility for Special Scholarship Benefits

- I. The children of any Faculty or Staff member of the University who has successfully completed a minimum of One (01) year of service in the University may be eligible for such Special Scholarship Benefits.
- II. Special Scholarship Benefits will not be extended to any candidate seeking admission in the University through CET/ Government seats.
- III. Special Scholarship Benefits will be applicable only for children of staff members seeking direct admission to University programmes.
- IV. For admission to any programme offered at Garden City University the candidate should meet the minimum eligibility criteria and the any other qualifying conditions for the scholarship benefits.

10.4.3 Application

- I. The Faculty and Staff Members of the University who are interested to admit their children in the University are required to make an application to the Admissions Officer of the University with the details of the qualifying marks of their child along with their Employee ID. The Admission Officer will issue a confirmation after ensuring compliance with this Policy.

10.4.4 Special Scholarship Benefits

- I. The Special Scholarship Benefits will be extended in the form of concession in the TUITION FEES.
- II. Benefits for Direct Admissions to University Quota:
- III. The scholarship benefits will be as published from time to time by the Admissions department.

10.4.5 Other Fees

- I. All other Students Facilities Fees, Exam and Convocation Fees and other course specific consumable material costs etc. shall be payable at actuals as announced by the respective Faculty for each

academic year/ Module/ Subject.

- II. Tuition fees are payable at the beginning of each academic year. All other fees shall be payable as per the notification issued by the University from time to time.

CHAPTER 11: SECONDMENT

The University shall receive or send its staff on secondment by authority of the Vice-Chancellor under the following terms and conditions:

11.1 Internal Secondment

An employee may, when circumstances so require, be internally seconded to another Department/Unit within the University by authority of the Vice-Chancellor for a specified period of time, following necessary consultations.

The duties, terms of service and any change in the remuneration shall be specified in the letter of secondment issued by the Vice Chancellor.

Upon expiry of the period of secondment the employee shall revert to their original Faculty/ Unit.

11.2 External Secondment

11.2.1 Employee Received on Secondment

Such an employee shall serve for a specified period of time as agreed between University and the employee's parent employer.

The University shall remunerate such an employee on such terms as may be agreed upon between the two parties as long as such remuneration shall not amount to payment of double salary.

Such an employee shall not be entitled to terminal benefits as applicable to University employees on permanent or contract terms.

11.2.2 Employee Sent on Secondment

Such an employee shall serve the recipient organization for a period normally not exceeding two years.

An employee on secondment shall draw salary, allowances and other forms of remuneration from the organisation seconded to.

Upon expiry of the period of secondment, the employee shall return to his/ her original position in the University. In the event such an employee does not return after the period of secondment without formal resignation, after ten consecutive working days such employee shall be deemed to have absconded.

The period of secondment shall NOT be treated by the University as a break in service.

CHAPTER 12: ICT POLICY

12.1 Purpose

- I. This policy defines the policies and procedures to enable the University to provide a safe and secure information and communication systems environment to support all members in their use of the information and the associated information technology and communications (“ICT”) resources. These resources include but are not limited to the University’s computing and network facilities, computer systems and software, data, equipment and processes in its domain and/or control, access to the Internet, electronic mail and messaging, telephony and related services.
- II. This Policy is based on the following essential principles which all Users/Members must adhere to at all times:
- III. The ICT resources of the University are provided to authorised users for the purpose of supporting their learning, teaching, research and administrative activities of the University.
- IV. Users who are permitted to access the ICT resources shall do so in a responsible, ethical and lawful manner at all times. Authorised users will be required to comply with University policies and other laws and Regulations as may be applicable from time to time.
- V. Confidential and personal information shall be protected and shall not be misused at all times.
- VI. University ICT resources shall not be used by users, under any circumstances, to annoy, harass, vilify, threaten, intimidate, offend or humiliate others on the basis of their race, religion, gender or other attribute.
- VII. All users must inform their Head of Department of any breaches of policy, back up their data regularly and keep their passwords secret and change it regularly to prevent security breaches.
- VIII. The University may take disciplinary action against users who have contravened the ICT Policy.

12.2 Coverage

- I. This Policy applies to everyone who accesses University ICT Resources whether a member of the University or not, whether on campus or from remote locations and includes, but is not limited to, students, faculty, full time and part time staff, temporary staff, contractors, consultants, guests and other permitted users. By accessing or using the University’s ICT resources user agrees to comply with this Policy.

12.2.1 External Users

- I. All External users who are granted access to the University’s ICT Resources/Systems must adhere to the University’s policies in this regard.

12.3 Definitions

“ICT Resources”:

- I. For the purpose of this Policy ICT Resources include, but are not limited to, all items of
 - a. Hardware including personal computers
 - b. Software
 - c. Networking equipment, servers, exchanges
 - d. Transmission lines, networks, wireless networks
 - e. Internet connections, terminals, applications
 - f. Communication equipment, telephone systems, services and facilities
 - g. Data and information recorded on all types of electronic media, computer hardware and software, paper, whether University owned or not, leased, or under license or contract, by the University, irrespective of where these items may be located and are connected to University-

owned ICT resources.

- II. The use of University ICT Resources through non-University (including personally owned) equipment is also subject to this policy.

Note:

Examples of ICT resources include, but are not limited to:

Central computing facilities	Enterprise resource applications
The Campus Area Network (CAN)	The University WAN
LANs	Electronic mail
Internet access	Internet and Intranet Web servers
Web pages	Public computing facilities
Voice telephony systems	Wireless network systems
Human resource data	Student data
Learning and teaching platforms and systems Mobile Devices	Scanners, Printers, Pen drives, other storage devices.

12.4 Communications & Network Infrastructure

The University's communications infrastructure includes the following:

12.4.1 Public Network

This is the network that is fully visible to the outside world and consists of the web servers which maintain the University's information on the worldwide network.

12.4.2 Private Network

This is the University's private network on which all the University's operations are conducted.

12.4.3 Internet

Web Content of the University that is made available to users anywhere in the world are available at The University's official Internet website: <http://www.gardencity.university>

12.4.4 Intranet

Web content which is accessible only by users who are authorised by the University will be available within the University's official Intranet.

12.5 Conditions for Use and Access to I.T. Resources

1. Use of the University's ICT Resources is restricted to authorised users and for legitimate University purposes only. In the case of students this generally means academic coursework and research as approved by a Supervisor. Use by staff members will depend upon the nature of their work.
2. All persons using the ICT Resources shall be responsible to ensure appropriate use of the facilities provided and shall abide by the Codes of Practice defined in this policy.
3. User Declaration Form: Users may be required to complete a User Declaration Form before being allowed to access certain ICT Resources.
4. Code of Practice:
 - i. Users shall respect and protect the privacy of other users at all times;
 - ii. Users shall not use the University's ICT Resources to collect, use or disclose personal information in ways that breach the University's Privacy Policy.
 - iii. Users shall safeguard their data, personal information, account passwords and other authentication codes and confidential information.

- iv. Users must respect the security mechanisms built into the ICT Resources and to follow the University's security policies and procedures at all times.
- v. Users shall at all times comply with all applicable laws governing the use of ICT resources. The university takes no responsibility for users who breach any Regulations.
- vi. Users shall not use any ICT resources in a manner that constitutes an infringement of copyright. The law permits copying and/or printing only with the permission of the copyright owner, with a few very limited exceptions such as fair use for study or research purposes (this exception itself is subject to numerous provisions and conditions in the Copyright Act). Accordingly Users shall not download and/or store copyright material, post copyright material to University websites, transfer copyright material to others or burn copyright material to CD ROMs or other storage devices using ICT Resources, unless the copyright material is appropriately licensed. Copyright material shall include software, files containing picture images, artistic works, live pictures or graphics, computer games, films and music (including MP3s) and video files.
- vii. ICT Resources shall not be used to cause embarrassment or loss of reputation to the University.
- viii. Users must respect the rights of other users and shall comply with the University's policies on matters relating to religion, sex, race, caste or other attribute.
- ix. All internet content made available on the University's ICT Resources shall comply with the University's policy on Internet Content.
- x. Users shall not use ICT Resources in inappropriate ways, which are likely to corrupt, damage or destroy data, software or hardware, either belonging to the University or to anyone else, whether inside or outside the network. They may only delete and alter data as required by their authorised University activities. Note: This shall not apply to specially authorised University computing staff who may be required to secure, remove or delete data and software, and dispose of obsolete or redundant ICT Resources as part of their ICT Resource management duties.
- xi. Users must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any ICT Resource, unless they are authorised and competent to do so. All faults or suspected faults shall have to be reported to IT Department of the Faculty/ University.
- xii. ICT Resources shall not be used to distribute unsolicited advertising material from organisations having no connection with the University or involvement in its activities.
- xiii. Users shall not misrepresent themselves or their identity, role or association with the University in the use of the ICT Resources.
- xiv. Users have to identify themselves and not use a false identity. In case where any User of the university is found to use a fake identity, he/ she shall be subjected to strict disciplinary actions.
- xv. Users shall not attempt to gain unauthorised access to any computer service. The use of another person's login, password or any other security device (e.g. SecurID, digital signature or biometric identification) shall not be permitted. Nor must Users exploit any vulnerability in systems or (except authorised staff when checking security of systems as part of their duties) use any technology designed to locate such vulnerabilities or avoid security systems. Such behaviour if proven would potentially be considered serious misconduct and accordingly may be dealt with under relevant disciplinary provisions. Such instances may be referred to the law enforcement authorities.

- xvi. Users shall not use ICT Resources for the purposes of subscribing to and accessing fee based services that are for personal use only.
 - xvii. Users shall not facilitate or permit the use of the University's ICT Resources by persons not authorised by the University e.g. Users shall not set up a wireless relay base station from their University accounts.
 - xviii. Use of all proprietary software is subject to the terms of the licence agreements between the University and the software owner/licensor.
 - xix. Personal Information:
 - xx. All personal information about an individual must not be disclosed without the express consent of the individual concerned.
 - xxi. Confidential Information:
 - xxii. All users have a duty to keep confidential all University data and information received from other entities and institutions unless it has been approved for publication.
 - xxiii. All confidential matter shall be stored in a secure manner.
 - xxiv. A breach of confidentiality either through negligent or accidental disclosure may result in disciplinary action.
5. Users should recognise that when they cease to be formally associated with the University (e.g., no longer a student or faculty/employee) their information may be removed from the ICT resources without notice. Users should remove their information or make arrangements for their retention prior to leaving the University.
 6. Appropriate and Responsible Use:
 7. Use that is consistent with the maintenance of the highest standards in the pursuit of the University's mission, the academic, research and other objectives of the University shall be considered appropriate use; it should be noted that all use that is inconsistent with the above objectives are deemed to be inappropriate use.
 8. Examples of inappropriate usage are:
 - i. Illegal activities including malicious hacking, pornography, material depicting violence, inciting others into committing violent acts, injury to human dignity including racial discrimination, incitement to racial hatred, sexual perversion, all types of fraud including credit card fraud, misuse of private and confidential information, unauthorised use of mail services, damaging others' reputation, gambling, plagiarism and infringements of copyrights, Intellectual property rights etc.
 - ii. Circulating or posting objectionable material of any kind.
 - iii. Users shall not use any ICT Resource to harass, menace, defame libel, vilify, or discriminate against any other person within or beyond the University. Users who do so shall be liable even if they aid and abet others who discriminate against, harass or vilify colleagues or any member of the public;
 - iv. Wilful wastage of ICT resources is inappropriate use;
 - v. Users are not permitted to play games whether for competitive or recreational purposes;
 - vi. Users shall not use any ICT Resources to access, create, store, transmit or distribute pornographic material of any type.
 - vii. The use of ICT Resources for gambling purposes is forbidden.
 - viii. Commercial Use:
 - ix. Users may not use ICT Resources for unauthorised profit making or commercial activities.
 - x. Users must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any ICT Resource, unless they are authorised and

competent to do so. All faults or suspected faults shall have to be reported to IT Department of the Faculty/ University.

- xi. Users must not attempt to change, alter or delete any of the settings including Network Settings, Control Panel settings, virus scanning software and other applications installed on their machines.

9. The University reserves the right to:

- I. limit, restrict or extend access to Users. The University also reserves the right to limit permanently or restrict any user's access to the ICT Resources without notice to the user in order to protect the integrity of the ICT resources against unauthorised or improper use;
- II. periodically check and monitor the ICT resources and any other rights to protect them;
- III. to take any emergency action to safeguard the integrity and security of the ICT resources which right includes the right to terminate users' access, online sessions, change passwords and user names of accounts;
- IV. University reserves the right to access or download files by the users of ICT of the University. Files may only be accessed or downloaded if they are work or study related. In any case, files shall only be downloaded if it is legal to do so and steps have been taken to ensure that the files are free from viruses and other destructive codes;
- V. take disciplinary action if users have been found to be indulging in any illegal or unacceptable use of the ICT Resources including:
 - a. wilful physical damage to any of the ICT Resources;
 - b. improper access to confidential information;
 - c. destruction or deliberate interruption of information or the free usage of other resources;
 - d. disseminating information without appropriate permissions;
 - e. engaging in malicious activities including unauthorised access to user accounts and passwords;

10. Reasonable Personal Use:

- I. Users may be permitted to use the ICT Resources for limited, incidental purposes. Such use must not impose significant additional costs to the University. Examples of permitted personal use are online banking, travel bookings, browsing for permitted purposes etc.
- II. Reasonable use in the context of the particular circumstances is a matter to be determined by the User's Head of Department or Administrative Head. The University's decision in this regard shall be final.

11. Consequences of Breach of Policy:

- I. Users found to have breached this Policy will be subject to disciplinary action in accordance with the University's disciplinary procedures and could result in the imposition of fines, recovery of damages and/or costs or even imprisonment. Criminal offences will be reported to the law enforcement authorities.
- II. The University will not defend or support any user who uses the ICT resources for an unlawful purpose.
- III. Where a user is not a member of the University and is found to have breached this Policy such users may be subject to action as deemed appropriate by the University. If the action is criminal in nature it may be reported to the law enforcement officials for action.

12. University Course and Other Materials:

- I. Authorised users of the University should ensure that all course materials are placed on the University's servers and not on personal web pages or servers. They are required to observe University policies and procedures failing which they will be liable to disciplinary action.

13. University Liability:

- I. The University accepts no liability or responsibility for any loss or damage whether direct or consequential arising from the personal use of the ICT Resources.

12.6 Access for Mobile Computing Devices

- I. Mobile computing devices include notebooks, handheld devices, other peripheral devices (including printers, disk drives, monitors, keyboards, mice etc.) and associated software.
- II. Mobile computing devices given by the University to authorized users are the responsibility of the user. These devices must be returned to the University on demand or on employee's departure.
- III. Users are required to exercise sufficient care in ensuring that unauthorized persons do not have access to mobile computing devices and to keep information on such devices fully confidential. Passwords should be implemented on such devices to prevent unauthorized access.
- IV. Mobile computing devices may be provided access to the University's network only at designated points or locations.

12.7 Email & Messaging

All University E-mail IDs will adhere to the format defined below. No other formats will be supported by the University.

Employee Email ID format

Sl. No.	Category of Employees	Format	Email ID (example)
1.	University Officers	designation@gcu.edu.in	vc@gcu.edu.in pvc@gcu.edu.in registrar@gcu.edu.in pro@gcu.edu.in
2.	Staff Members	firstname.lastname@gcu.edu.in	sheeja.ms@gcu.edu.in

Student Email-ID format

Student registration number studentregistrationnumber@gcu.ac.in

Example:

23BBAR101@gcu.ac.in

The University owns all copyrights to email correspondence created by members of its staff in relation to their employment duties.

When using the email or messaging systems Users are responsible, at all times:

- I. To respect the privacy and personal rights of others;
- II. To take all reasonable steps to ensure that no copyrights or IPR are infringed;
- III. Not to forward emails containing any personal information;
- IV. Not to send sexually explicit or other inappropriate material;
- V. Not to send SPAM (unsolicited e-mails);
- VI. Not to harass, threaten or intimidate other persons or users;
- VII. Not to send forged messages, forward viruses or other attachments, bulk messages and the like;
- VIII. To ensure that appropriate standards of civility are observed when using email and messaging services, i.e., no angry or threatening messages, offensive, intimidating or humiliating messages may be sent using the ICT Resources;
- IX. To ensure that care is exercised to refrain from forwarding or copying from any web pages material that is protected by copyright whether it is an audio, video file, music, photographs or text.

12.7.1 Use of WhatsApp

WhatsApp may be used for official university-related communication. It covers the use of university-provided mobile devices as well as personal devices when used for official university communication.

1. Authorized Use:

- I. Faculty members are authorized to use WhatsApp for official university-related communication, including but not limited to:
 - Communication with colleagues for academic collaboration and discussion.
 - Dissemination of important announcements and updates.
 - Coordination of academic events and activities.
 - Quick and efficient communication with students for academic purposes.

2. Security and Privacy:

- II. Faculty members must adhere to the following security and privacy guidelines:
 - Ensure that university-related information shared on WhatsApp is appropriate and does not violate privacy or confidentiality agreements.
 - Avoid sharing sensitive personal information on WhatsApp groups.
 - Enable two-step verification for added security on their WhatsApp accounts.

3. Group Creation and Management:

- I. Faculty members are encouraged to create official WhatsApp groups for specific academic departments or projects.
 - a. Group administrators should ensure that groups are named appropriately and are limited to relevant members.
 - b. Members should be respectful of others' time by avoiding excessive messaging during non-working hours.

12.8 Desktop Environment

- I. The University will endeavor to implement a standardized desktop environment for all locations to ensure that ICT Department staff can resolve issues efficiently and quickly. The standardized environment will provide users a similar look and feel, uniform access to computer equipment and software applications across the University, support remote access to systems by ICT personnel and users and better maintenance by ICT personnel.
- II. Users must not change or delete any settings that have been made by ICT Department on desktops or other devices. These include Network settings, control panel settings, Icons on the desktop, password settings etc. Users are also required to use passwords and change passwords at regular intervals and to shutdown computers etc. using proper procedures.

12.9 Access to the Internet

The ICT Department will provide users with appropriate access to the Internet to perform their functions properly. Users shall abide by the University's policies in this regard.

- I. Users shall use the internet only for approved purposes. Improper usage may result in immediate termination of access.
- II. Usage may be monitored by ICT Department for any unusual or inappropriate activity. ICT Department's decision in relation to the provision or termination of services to any user shall be final in all matters.
- III. Users should respect all copyright laws and other licensing agreements. Failure to do so may result in loss of access privileges and/or penalties.
- IV. Users will abide by the Acceptable Use Policy of the University.
- V. Users shall not:
 - a. visit internet sites that contain obscene or other objectionable material;
 - b. Use the internet or email services for illegal purposes, gambling, playing games, commercial purposes.
 - c. Post offensive remarks, comments, indecent material;
 - d. Download any software or other electronic files without using virus protection and/or filters approved by the University;
 - e. Use internet access during office hours on non-University affairs;
 - f. Upload, download or transmit copyrighted material;
 - g. Perform any other inappropriate use prohibited by the ICT Staff.
- VI. Users who violate any of the above guidelines will be subject to disciplinary action by the University.
- VII. In the case of gross misuse or misconduct access will be terminated immediately and in the case of an employee dismissal procedures will be initiated.
- VIII. All employees and students will be required to sign an undertaking, included in their employment contract, agreeing to abide by the University's policies and procedures for accessing and using the ICT Resources, email and internet services.

12.10 Security, Privacy and Compliance

12.10.1 Security & Privacy

- I. Matters of a confidential nature shall only be conveyed or stored in an electronic format when adequate security measures have been taken.
- II. While the University communications systems are electronically safeguarded and maintained in accordance with current best practice, no guarantee can be given regarding the protection confidentiality, privacy or security of any information.

- III. Email and other records stored in ICT Resources may be the subject of a search warrant, discovery order or application under criminal activity. Disclosure outside the University any personal information, irrespective of its format, shall be considered as breach of information and shall be dealt appropriately.
- IV. The University may collect and receive personal information of Users and others in the course of managing the operation and use of its ICT Resources and that information can be used in connection with efforts to ensure that Users comply with all relevant laws and University policies.
- V. Communications on University business in any format or media are official records, subject to statutory record keeping requirements and the University Record keeping Policy. This shall include email sent and received by staff members on any University related matter. Staff members need to be conscious of the need to preserve official communications in accordance with the relevant University guidelines on the management of electronic records. Care should be taken before deleting any electronic communication that it is not required to be kept as evidence of a decision, authorisation or action.
- VI. Sending an email on an official University matter shall be considered similar to sending a letter on University letter head. Such email transactions shall have to be handled with the normal courtesy, discretion and formality of all other University communications. Users shall not write anything in an email that they would not sign off in a memorandum.
- VII. All accounts, data, files, email messages of Users are stored on the ICT Resources of the University and are normally held private and secure from access by other users. However there may be situations such as repairing, upgrading or restoring servers etc. when properly authorised staff of the University may be required to:
 - a. Access user accounts;
 - b. Temporarily suspend access to accounts;
 - c. Disconnect computers and/or other ICT resources from the University's network;

12.10.2 Access & Physical Control

- I. New Users will be allocated Usernames and Passwords by ICT Department for all systems.
- II. The level of access provided to Users will be based on their need.
- III. Users will be provided with the required User Documentation for all systems maintained by the ICT Department.
- IV. Appropriate barriers and controls governing the physical access to, and the maintenance of, the integrity of University ICT assets shall be deployed commensurate with the risk identified. Such risks include identified natural and environmental hazards.

12.11 Monitoring

- I. The University reserves the right to monitor files, data, server logs, websites and e-mails stored on or accessed using the ICT Resources and network of the University and to access any other device that may be connected to the University network including personal computing equipment like laptops. The University reserves the rights to monitor the use of its ICT resources to ensure compliance with this policy.
- II. All parts of the University Infrastructure are under surveillance through Closed Circuit Cameras for ensuring safety of faculty and students while in the campus.

12.12 Response to Breaches

- I. The University reserves the right to withdraw, restrict or limit any User's access to its ICT Resources if a breach of these conditions is suspected. Any such suspected breach may also be investigated under

other University processes, and may result in disciplinary action being taken against the offender in accordance with those processes. This may include a request to reimburse costs (e.g. for unreasonable personal use), disciplinary action (including termination of employment/ suspension of candidature) and/ or criminal prosecution.

- II. Further the University reserves the right to remove or restrict access to any material within the University domain. Such decisions will be communicated to the appropriate supervisor and account holder.

12.13 Data Backup Procedures

Users should follow the procedures laid down below as far as possible:

12.13.1 File Naming Conventions

File names should indicate the content of the data within it especially where the files are shared with many users.

12.13.2 Directory/Folder Naming Convention

The users shall be required to comply with the guidelines prescribed in this regard from time to time.

12.13.3 Application Directories/Folders

- I. Staff installing applications should use the Default Directories for all applications installed.
- II. Where “default directory locations” are not provided the installer must choose the most obvious directory name for installing the application.

12.13.4 Backup Procedures

- I. All Users are individually responsible to ensure that their information and data is effectively backed up. The University does not accept any responsibility for the loss of data or information held on University ICT Resources or User’s personal resources connected to University ICT resources.
- II. Where several users are accessing/using one computer one person should be nominated with the responsibility of actively monitoring the backup procedures for all information accessed by that group.
- III. Backup logs should be maintained by Users.
- IV. All Backups should be appropriately labelled and date indicated clearly. Backups should be stored in a safe, secure and off-site location.

12.14 Hardware & Software Acquisition & Maintenance

12.14.1 Hardware & Software procurements:

- I. All requirements of hardware/software should be forwarded to the ICT Department and should be supported with a “Hardware/Software Requisition Form” from the Requisitioning Department together with the justification for the request and duly approved by the relevant authority.
- II. Hardware/Software requests should, as far as possible, conform to the standard configuration, system and application software standards laid down by the University.
- III. The ICT Department may or may not proceed to procure the hardware/software item requested or may make modifications to the configuration to conform to University norms.
- IV. All hardware/software purchased should be compatible with the result of the University’s computer equipment.

12.14.2 Copyrights:

- I. Users should be aware of and abide by the University’s policy on copying and using computer software that are protected by copyright and other licenses and laws or contractual agreements with vendors.

12.15 Web Publishing Guidelines:

- I. The University's Publications Committee is responsible for:
 - a. Ensuring that the standards of publication are continuously monitored;
 - b. Resolving all issues relating to the appropriateness of material published on the University's website.

CHAPTER 13: TRAVEL POLICY

13.1 Travelling Allowance

- I. Travelling Allowance shall mean an allowance granted to University staff to cover the expenses which they incur when on travel on University related matters. It shall include allowance granted for the maintenance of conveyances, accommodation, food and any other miscellaneous expenses. All the staff members of the University will be required to invariably furnish bills and other supporting documents for claiming/ reimbursement of travelling expenses.

13.2 Travel Expenses Matrix

- I. University employees are expected to strictly follow the Travel Expenses Matrix as shown in Annexure 13.1. University shall not encourage any deviation from the rules and policy stipulated in the matrix.

13.3 Official Travel

- I. The University will reimburse travel expenses, properly incurred, by staff members travelling for official purposes in accordance with the Travel Expenses Matrix appended in Annexure 13.1. The University may vary the reimbursement policy with respect to official travel from time to time.

13.4 Staff Travelling for Seminar/ Conference/ Paper Presentation

- II. Generally an applicant applies to the sponsoring agencies Directorate for Technical Education, Council of Scientific and Industrial Research etc. for request of funds. In case they get the major amount from the sponsoring agencies, the University will sponsor them up to a certain extent or an amount sufficient to bridge the deficit.
- III. Note:
- IV. Reimbursements are based on budget provision being available and are limited to one for [national travel] and once [for international travel] in a block of two calendar years for any individual staff member.
- V. TA / DA rules have been as specified above in Section 13.2. The general rules are specified in the table below:

Sl. No.	Conference/ Seminar/ Paper Presentation/ Workshop/ Symposia etc.	Financial Assistance	Maximum Contribution by University
1	International (Abroad)	50% by University	Rs. 25,000
2	International (India)	100% by University	Rs. 10,000
3	National	100% by University	Rs. 6,000

Note:

Selection of a paper in a conference does not make it mandatory for the University to allow the staff member to present his/ her paper in the conference.

All the sanctions for presentation/ attending conferences, symposia shall be strictly at the discretion of the University. The University shall exercise its discretion in permitting any staff member to attend any conference/ seminar etc.

CHAPTER 14: SEVERABILITY

14.1 Chancellor's Discretion

Notwithstanding anything contained herein, the Chancellor of the University shall have the power to override, change, or make exceptions to any provision of these Regulations in the interest of the University. The Chancellor may delegate this power to the Vice-Chancellor, subject to such conditions and limitations as the Chancellor may specify.

14.2 Finance Committee Recommendations

The University may, on the recommendation of the Finance Committee, amend any provision of these Regulations relating to financial matters. Such amendments shall be for a specific case and shall not be implied to all.

14.3 Urgent and Exceptional Circumstances

In cases of urgent or exceptional circumstances, the Vice-Chancellor, with the approval of the Board of Management, may modify or suspend any provision of these Regulations for a specified period.

14.4 General Saving Clause

If any provision of these Regulations or the application thereof to any person or circumstances is held to be invalid, such invalidity shall not affect other provisions or applications of the Regulations which can be given effect without the invalid provision or application, and to this end the provisions of these Regulations are severable.

14.5 Overriding Legislation

The provisions of these Regulations shall be subject to any statutory provisions or regulations that may be in force from time to time.

LIST OF ANNEXURES

Leave Matrix

GCU Pay Scales and Grades

Staff Insurance & Medical Cover Scheme

Incentive Scheme

Travel Expenses Matrix