



CGU SERVICE RULE – 2024

(Version 1.0)

(Approved by the Board of Governors vide Resolution No. 41 in its 5th meeting held on 20th July, 2024)

INDEX

CHAPTER	CHAPTER NAME	PAGE NO.
1.	VISION & MISSION	1
1.1	Vision	1
1.2	Mission	1
1.3	Quality Policy	1
1.4	Values	1
2.	DEFINITION & CLASIFFICATION OF EMPLOYEES	2
3.	APPOINTMENT, PERFORMANCE APPRAISAL AND PROMOTION	4
3.1	Teaching Staff: Appointment: Pay Scales, Service Conditions and Minimum Qualification for appointment of teachers	8
3.2	Recruitment of Visiting faculty	23
3.3	Non-teaching (Administrative, Technical and support staff) : : Appointment :Pay Scales, Service Conditions and Minimum Qualification for appointment of teachers	27
4.	EMPLOYMENT & HOURS OF WORK	47
4.1	Periods & Hours of Work	47
4.2	Shift working	47
4.3	Attendance	47
5.	CONDITION OF SERVICES	48
5.1	Leave Rules	48
5.2	Employee Exit Policy	61
6.	CONDUCT, DISCIPLINARY & APPEAL RULE FOR ALL EMPLOYEES	74
7.	EMPLOYEE BENEFITS	84
7.1	Salary	84
7.2	Wages	84
7.3	Disbursement of Salary	84
7.4	Employee Provident Fund	84
7.5	Employee State Insurance	84
7.6	Gratuity	84
7.7	Salary Advance	84
7.8	Educational Allowance	85
7.9	Annual Increment	85
7.10	Transport Facility	85
7.11	Canteen Facility	85
7.12	Other facilities	85

CHAPTER -1

VISION & MISSION

1. VISION & MISSION:

1.1 Vision:

To emerge as a global leader in the arena of technical education commensurate with the dynamic global scenario for the benefit of mankind.

1.2 Mission:

- To provide State-of-art technical education in the undergraduate and postgraduate levels.
- To work collaboratively with technical Institutes/ Universities/Industries of National and International repute.
- To keep abreast with latest technological advancements.
- To enhance the R and D activities.

1.3 Quality Policy:

Established in accordance with the Odisha Act 01 of 2020, C. V. Raman Global University, Odisha (CGU, Odisha) introduces students to new and innovative ways of learning. It is a vibrant community of students, faculty and staff members committed to making a difference in society by leading with innovation and purpose. The University facilitates faculty & support staff to work as a team and update their knowledge & skills to match the global industrial and technological development through defined objectives.

1.4 Our values:

- Student focus
- Democratic work culture
- Strong work ethics
- Inclusive development
- Sustainability
- Fairness and equity

CHAPTER -2

DEFINITION & CLASIFFICATION OF EMPLOYEES

2. Classification of Employees

2.1 Based on the nature of employment:

- a) **Permanent employee:** An employee who has been appointed following due procedure on a permanent basis and whose employment has been confirmed in writing by the Registrar or any other authority authorised to do so and includes such employee who have completed their probation period satisfactorily and completion of such period is confirmed in writing by the Registrar of the university.
- b) **Temporary employee:** An employee who have been employed for work on a temporary basis and his work tenure is likely to be finished in a particular period or any particular project which is likely to complete in a tenure till completion of the project. It includes contractual appointment that automatically terminates on completion of the contract tenure. The Contract period may be extended to another two more years subject to available vacancy and performance of such employee but not to exceed beyond three years except in some unusual circumstances. Such contracts periods shall always be extended with at least 15 days of break -in-service.
- c) **Casual employee:** One is employed for some unexpected or occasional works for odd periods which is not likely to continue.
- d) **Contract employee:** An employee who has been employed by a manpower contractor.
- e) **Project employee:** One who is engaged for a particular period of any project for a specified period of time.
- f) **Probationer:** An employee who is provisionally employed to fill a permanent vacancy in the post for an initial period of 12/24 months as the case may be. The employees continue to be in probation until a letter of confirmation is given to him by the Registrar. The probation period is subject to interim review for confirmation or annual review and based on the review, extension may be granted.
- g) **Apprentice/Trainee:** is one who is engaged to be trained/learn to fulfil unexpected requirement due to unusual or seasonal pressure of work and casual nature on the job and the period of learning shall not exceed one year. In exceptional cases, it may be extended to another six months. The candidate with proven technical skills and who qualifies the selection criteria may be considered for appointment in the university. However, mere completion of the training period doesn't entitle such person for automatic employment in the University. He may be paid a stipend as may be fixed by the authority.

2.2 Based on job position:

- a) Academic: This shall include Director, Associate Directors, Sr. Professors, Professors, Associate Professors, Assistant Professors and Teaching Assistant/Lecturer including ad-hoc/ Visiting faculty. In addition, it will also include Academic (non-vocational) posts i.e Librarian, Deputy Librarians and Assistant Librarians.

- b) Technical: This shall include Lab Superintendents, Lab Instructors, Lab Technicians, Estate and Maintenance Officer, Medical Staff, Electricians, and such other staff as may be decided by the authority.

- c) Administrative: This shall include Registrar; Deputy Registrars, Associate Director (Admin), Administrative Officer, Horticulture Officer, Accounts Officer, Purchase & Stores Officer, Sports Officer, Office Superintendent, Hostel Warden and such other staff as may be decided by the authority.

- d) Miscellaneous: This shall include Gardeners, Drivers, Helpers (Peons), security guards and such other staff as may be decided by the authority.

The policy does not take into account the personnel of outsourced services like House Keeping and Security etc.

CHAPTER -3

APPOINTMENT, PERFORMANCE APPRAISAL AND PROMOTION

3.1. TEACHING STAFF: APPOINTMENT: PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATION FOR APPOINTMENT OF TEACHERS.

1. Recruitment Procedure

1.1 Creation of Data Bank: A data bank of prospective candidates shall be maintained by HR Cell through the following modes –

- a) Advertisement: Advertisement shall be published in the leading newspaper 2-3 months before the academic session or as and when the need arises.
- b) Naukri.com/LinkedIn: Subscription of the online job portals for job posting.
- c) Through ‘career’ link: The University recruitment portal ‘career link’ page is a potential source for sourcing of prospective candidates for recruitment.
- d) Through personal references: Few of the posts where vacancy still exists are taken through personal references following due procedure.
- e) Through social media network: Facebook, LinkedIn, Pharma Tutor ,ApnaHire and Others.

1.2 Short listing of Resumes

- a) A requirement for a faculty / staff will be initiated by the Head of the Department which shall be placed by the Dean of the Faculty to the Registrar well in advance with full justification. This will be processed for approval of the authority, CGU.
- b) On approval, the HR Cell shall take out a list of eligible candidates from the data bank as per the eligibility criteria. The criteria as laid down by the University as per the AICTE/ UGC guideline for faculty shall be followed. For the rest of the categories, eligibility criteria as laid down based on the ground needs. The list is the forwarded to the Screening Committee constituted by the authority.

1.3 (a) Appointment: Pay Scales, Service Conditions and Minimum Qualification for appointment of teachers.

There shall be only three designations in respect of teachers in the University as far as cadre structure is concerned, namely Assistant Professor, Associate Professor and Professor as given below in Table 1.

Table 1: Cadre structure and mode of appointment

Sr. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion / Direct Recruitment on recommendation of selection committee
3	Assistant Professor (Selection Grade)	79800	12	Promotion /Direct Recruitment on recommendation of selection committee
4	Associate Professor	131400	13 A1	Promotion /Direct Recruitment on

				recommendation of selection committee
5	Professor	144200	14	Promotion / Direct Recruitment on recommendation of selection committee
6	Senior Professor	182200	15	Promotion/Direct Recruitment on recommendation of selection committee
7	Director	144200	14	Direct Recruitment

1.3 (b) An incumbent may be appointed on consolidated salary for a considerable period as may be necessary subject to fulfilment of other recruitment criteria and recommendation of the selection committee.

1.4 New Pay Structure:

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. **The movement shall be based on annual increments till the time of his /her next promotion.** When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

1.5 Levels and Cells:

The method followed by the 7th CPC has been adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15

Corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

1.6 Pay Bands with AGP and IOR (Index of Rationalization):

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

1.7 Entry Pay:

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1**.

1.8 Pay Fixation in case of Direct Recruitment / Promotion:

The pay of employees appointed by direct recruitment shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of

promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise, the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

1.9 Date of Increment:

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, **rounded off to nearest 100**. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up gradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

1.10 Annual Process of Promotion:

The University shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per UGC/AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfil the minimum requirement proposed in the Regulation, will have to be **re-assessed after a period of one year**. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/ direct recruitment and mode of selection are given in **Table 2**.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma duly supported by all credentials to the Vice Chancellor/Registrar, within three months in advance of the due date, that he/she fulfils all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**.

Table 2: Stages of Promotion/ Direct Recruitment and mode of selection

Stage	Designation
Entry Level, Stage-I	Assistant Professor-Level 10
Stage-II	Assistant Professor (Senior Scale)-Level 11
Stage-III	Assistant Professor (Selection Grade)-Level 12
Stage-IV	Associate Professor-Level 13A 1
Stage-V	Professor-Level 14
Stage-VI	Senior Professor-Level 15

2. Research Promotion Grant:

The thrust shall be given for improving quality of research and development in the University therefore, the University shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

2.1 Age of Superannuation:

The age of superannuation of all faculty members shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service subject to approval of the Board of Governors.

2.2 Teaching Engagement:

The faculty members working in the University under shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in **Table 3** below.

Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	20
Associate Professor	16
Professor / Senior Professor	12
Dean/HoD/Directors	06

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

2.3 Grant for Professional Development:

All teachers shall be given a grant up to Rs.75, 000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

2.4 Consultancy:

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members shall be encouraged to undertake consultancy work, but also an appropriate environment be created by the University to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the University and individual faculty member may be evolved and adopted by the university where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities /community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

2.5 Start-up:

Presently, the Universities are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres have been established and frequent interactions between entrepreneurs / industrialists / alumni and students should be arranged for motivating students to initiate start-up.

3.0 Cadre Structure:

3.1 Minimum Cadre Ratio:

- (i) The minimum 1:2:6 of cadre ratio be maintained for Professor: Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements shall be calculated on the basis of faculty: student ratio prescribed by UGC/AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by UGC/AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped and be termed as Professors.

3.2 Flexible Cadre Structure:

While promoting the incumbent, flexible cadre structure be followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed **such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case, it should not be 0:0:9 or 0:1:8 or 0:2:7.**
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty: student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms given by UGC/AICTE.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

Management by taking into consideration the qualifications and other requirements as laid down by UGC/AICTE.

4.0 Mandatory Teacher Trainings:

- (i) Every teacher appointed / promoted to any position shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) **No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules.** The teacher training policy document may be downloaded from UGC/AICTE website.
- (iii) The requirement of completing these modules as envisioned in this norm is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this norm, shall have to meet the necessary conditions such as additional qualification, undergoing

industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2025 so as to enable faculty members in equipping them for requisite mandatory requirements to avail the benefit of promotion.

5.0 Minimum Qualification for Recruitments:

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

5.1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-) : A first class career throughout. The Ph.D. Degree shall be mandatory qualification for Direct Recruitment to the post of Asst. Prof. in the University with effect from 01.07.2021 or alternatively NET/SET/SLET shall be the minimum criteria for the direct recruitment to the post of Assistant Professor for:

- (a) Engineering / Technology, (b) Management, (c) Pharmacy, (d) MCA (e) Hotel Management and Catering Technology (f) Faculty in science and Humanities

5.2 Minimum Qualification Norms for Direct Recruitments/ Promotions for Stage –II to Stage –VI:

(a) Qualification for Assistant Professor (Senior Scale: Level – 11:Entry Pay 68900/-)

For Promotion of Incumbents: A first class career throughout. The Ph.D. Degree shall be mandatory qualification to the post of Asst. Prof. (Selection Grade / Academic Level – 12) or alternatively NET/SET/SLET shall be the minimum criteria for the direct recruitment to the post of Assistant Professor.

Appointment of Professor:

- a. Qualifications prescribed for the Post of Assistant Professor

AND

- b. Should have completed minimum training requirements as per Annexure –III

AND

- c. Should have satisfied any one of the below mentioned set of requirements

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals / UGC/AICTE approved list of journals	Avg. 360 ⁰ feedback score (out of 10)
1	-	4	2	8 to 10
2		5	1	8 to 10
3		5	2	5to <8

(b) Qualifications for Assistant Professor (Selection Grade: Level – 12: Entry Pay 79800/-) For Promotion of Incumbents: The Ph.D. Degree shall be mandatory qualification to the post of Associate Prof. (Academic Level – 13 A 1):

(i) Qualifications prescribed for the Post of Assistant Professor (Senior scale)

AND

(ii) Should have completed minimum training requirements as per Annexure –III

AND

(iii) Should have satisfied **any one** of the below mentioned set of requirements

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals / UGC/AICTE approved list of journals	Avg. 360 ⁰ feedback score (out of 10)
1	-	4	2	8 to 10
2		4	2	5 to <8

(c) Qualifications for Associate Professor (Level – 13A1: Entry Pay 131400/-)

i. For Direct Recruitment: A first class career throughout. The Ph.D. Degree shall be mandatory qualification to the post of Professor (Academic Level – 14):

a. Ph.D degree in the relevant field and first class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

b. At least total 6 research publications in SCI journals / UGC/ AICTE approved list of journals

AND

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience

Note: In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

ii. For Promotion of Incumbents:

a. Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have completed minimum training requirements as per Annexure-III

AND

c. Should have satisfied any one of the below mentioned set of requirements

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360 ⁰ feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

(d) Qualifications for Professor (Level -14, Entry Pay 144200/-)

(i) Direct Recruitment:

- a. A first-class career throughout. Ph.D. degree in relevant field and First class or equivalent at Bachelor's and Master's level in the relevant branch.
- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

(ii) For Promotion of the Incumbents:

- a. Ph.D. degree in relevant field and First Class or equivalent at Bachelor's and Master level in the relevant branch.

AND

Should have satisfied any one of the below mentioned set of requirements

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360 ⁰ feedback score (out of 10)
1	1	15	3	6	8to10
2	2	15	3	6	5 to <8
3		16	3	4	8to10

Note: 360⁰ Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent years may be taken into consideration while dropping the lowest feedback score in any one of the year.

(e) Qualifications for Promotion to Senior Professor (Level-15, Entry Pay 182200/-)

- a. Ph.D. degree in the relevant field

AND

- b. Minimum ten years of experience in the cadre of Professor

AND

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph.D. guided as Supervisor / Co-Supervisor as a Professor.

AND

- d. At least one patent awarded

OR

- d. Development of one MOOC course applicable at national platform.

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favourable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph.D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection committee constituted as per this regulation.

6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff:

6.1 Workshop Superintendent:

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

Table 3: Stages of Promotion and Designations for Workshop Superintendent.

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

6.2 Qualifications for Training and Placement Officer:

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the University shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

6.3 Minimum Qualifications for direct recruitment of Assistant Librarian:

(Level – 10, Entry Pay 57700/-)

- a. A first class career throughout.
- b. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library / **The Ph.D. Degree shall be mandatory qualification for Direct Recruitment to the post of Asst. Librarian in the University with effect from 01.07.2021 .**

or

- c. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.
- d. **Provided that the, candidates awarded with the Ph.D. degree,** shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Librarian or equivalent positions in University.

6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education

(Level – 10, Entry Pay 57700/-)

- a. A first-class career throughout.

Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute. **The Ph.D. Degree shall be mandatory qualification for Direct Recruitment to the post of Asst. Prof. in the University with effect from 01.07.2021**

- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.
- f. **Provided that the, candidates awarded with the Ph.D. degree,** shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Librarian or equivalent positions in university.

6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education:

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018. *Provided that,* candidates awarded with the Ph.D. degree shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Director or equivalent positions in university.

7.0 Additional Requirements:

7.1 Research Publications:

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a. For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India /Institute of Town Planners, India/ICAR.
- b. In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication
- c. In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

7.2 Equivalence for Ph.D.:

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 incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

7.2.1 Eligibility of direct Ph.D. after B.E. / B.Tech. :

The qualification of Ph.D. acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITsetc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

7.3 Class / Division :

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
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

Annexure-I
Pay Matrix Table for Degree Level Technical Institutions

(All Figures are in Rupees)

Pay Band in VI CPC		15600 – 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VI CPC		6000	7000	8000	9000	10000	0
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1	(Rationalized entry)	57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300
4		63000	75300	87200	143600	157600	199100
5		64900	77600	89800	147900	162300	205100
6		66800	79900	92500	152300	167200	211300
7		68800	82300	95300	156900	172200	217600
8		70900	84800	98200	161600	177400	224100
9		73000	87300	101100	166400	182700	
10		75200	89900	104100	171400	188200	
11		77500	92600	107200	176500	193800	
12		79800	95400	110400	181800	199600	
13		82200	98300	113700	187300	205600	
14		84700	101200	117100	192900	211800	
15		87200	104200	120600	198700	218200	
16		89800	107300	124200	204700		
17		92500	110500	127900	210800		
18		95300	113800	131700	217100		
19		98200	117200	135700			
20		101100	120700	139800			
21		104100	124300	144000			
22		107200	128000	148300			
23		110400	131800	152700			
24		113700	135800	157300			
25		117100	139900	162000			
26		120600	144100	166900			
27		124200	148400	171900			
28		127900	152900	177100			
29		131700	157500	182400			
30		135700	162200	187900			
31		139800	167100	193500			
32		144000	172100	199300			
33		148300	177300	205300			
34		152700	182600	211500			
35		157300	188100				
36		162000	193700				
37		166900	199500				
38		171900	205500				
39		177100					
40		182400					

Note: The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

Annexure –II
Constitution of Screening cum Evaluation / Selection Committee

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in the University.

Selection Proceedings:

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

I. For University Faculty Members:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
 - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee
 - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University concerned.
 - (iii) Dean of the concerned Faculty, wherever applicable
 - (iv) Head / Chairperson of the Department
 - (v) An academician nominated by the Visitor / President/Chancellor, wherever applicable.
 - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently -abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.

OR

As per the provisions of the University Act/statute.

- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

II. Senior Professor:

- (a) The selection committee for the post of Senior Professor shall consist of the following persons:
 - (i) Vice Chancellor who shall be the Chairperson of the Committee
 - (ii) An academician not below the rank of Senior Professor/Professor with the minimum ten years' experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University.
 - (iv) Dean (not below the rank of Senior Professor / Professor with minimum ten years' experience) of the faculty, wherever applicable
 - (v) Head/Chairperson (not below the rank of Senior Professor / Professor, with a minimum of ten years' experience) or Senior-most Professor (not below the rank of Senior

Professor / Professor, with a minimum of ten years' experience) of the Department/Faculty, in case Head / Chairperson does not fulfil the above requirement, if any.

- (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

OR

As per the provisions of the University Act/statute.

- (b) Four members, including two outside subject experts, shall constitute the quorum.

Annexure-III

Training Requirements for Promotions of Teachers from all the Disciplines

For Assistant Professor (Senior Scale - Level 11): Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Assistant Professor (Selection Grade-Level-12): Completion of following training requirements at the level of Assistant Professor (Senior Scale-11)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Associate Professor: (Academic Level 13 A 1): Completion of following training requirements at the level of Assistant Professor (Selection Grade-12)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR
One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR
Completed two such **eight weeks** duration MOOCS courses with E-Certification by NPTEL-AICTE

AND
Completed minimum two weeks of relevant Industrial Training / Professional Training.

Annexure – IV CALCULATION OF 360⁰ FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching Process (Maximum Point 25) :

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25) :

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20) :

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. The University Activity (Maximum Points 10) :

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer Etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10

e. ACR (Maximum points 10) :

ACR maintained at institute level shall have 10 points based on grading

f. Contribution to Society (Maximum Points 10) :

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

**Calculation of Credit Points
(Sample Calculations Page-1)**

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/Name	No. of scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	2/ 2018-19	CET-200	39	38		
3	3/ 2018-19	MED-100	41	39		
4	4/ 2018-19	BSE-100	42	41		
Total			164	157	23.93	

B. Students' Feedback (Max Point 25)

S. No.	Semester	Course Code/Name	Average student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
Total			86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
Total			21		

Calculation of Credit Points
(Sample Calculations Page-2)

D. The University Activities (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD/Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of the University	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point/event, to be divided between all co-ordinates	

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S. No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Calculation of Credit Points
(Blank Format)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/Name	No. of scheduled Classes	No. of actually held classes	Point	Enclosure No.
1						
2						

B. Student's feedback (Max Point 25)

S. No.	Semester	Course Code/Name	Average student feedback on the scale of 25	Enclosure No.
1				
2				

C. Departmental Activities (Max Point 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					

D. The University Activities (Max Point 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					

E. ACR maintained at the University level (Max Point 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1					
2					

F. Contribution to Society (Max Point 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					

Summary

Summary	Academic Year	Academic	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by university?					
2	Has the Teacher covered relevant topics beyond syllabus?					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn.					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students					
	Total					

3.2. POLICY FOR RECRUITMENT OF VISITING FACULTY

3.2.1 Recruitment of Professor of Practice:

- i. **Objectives:** To establish a solid and long-lasting partnership between industry and CGU. It contributes to make lessons more comprehensive and further improving everyone's knowledge by introducing the viewpoint of industry. Furthermore, the involvement of these professors might help establish development initiatives with a dynamic industrial interaction.
- ii. **Potential Participants:** Senior experts with experience in R&D labs, industry, Government of India organisations, and overseas work, including those on sabbatical leave from other universities, are welcome to apply. Professor of Practice status will be available to professionals in the industry with at least 15 years of service or experience and demonstrated knowledge in their particular field, particularly at a senior level.
- iii. **Selection process:** The nominations will be reviewed by a committee constituted by the Vice Chancellor and approved by the President. They may be appointed by the Vice Chancellor on the recommendations of the committee and approval of the President.
- iv. **Remuneration:** They could be admitted to the organisation on an honorary or paid basis. At the President's discretion, they may receive an honorarium or other facilities and benefits (such as travel expenses, suitable furnished housing, etc.) in addition to their mutually agreed-upon compensation. They could be

employed by the institution for a maximum of three years, with an initial one-year term.

v. **Broad expectations:**

- Practical experience and knowledge can add significant value to students and faculty.
- Sharing of Real time experiences and provides mentorship.
- Increase in Industry Institutes interactions & collaboration.
- Valuable inputs in the development of Entrepreneurial activities.

3.2.2 Recruitment of Distinguished Visiting Scholars from International Universities

- Objectives:** To work with professors who have outstanding international research credentials. Research cooperation between academics, CGU faculty, and eminent foreign faculty will follow from this.
- Potential Participants:** Teaching professionals from reputed universities abroad. Typically, they will spend one semester (4 months) in CGU, Odisha. Applicants will have a strong research record.
- Selection process:** On the advice of the relevant Faculty Dean, the Vice Chancellor may appoint them.
- Remuneration:** Monthly remuneration as per CGU, Odisha norms for professor or as agreed mutually. Suitable furnished accommodation on campus or nearby and access to an office room and all e-databases of CGU, Odisha. Economy class flight tickets from and to resident countries.
- Broad expectations:**
To collaborate with CGU faculty on research and teach one master's/Ph.D. level course.

3.2.3 Recruitment of Emeritus Professor:

- Objectives:** To promote the R&D activities in the department and play the role of mentor to the faculty members of the department.
- Potential Participants:** Superannuated Professors of IITs / IIMs / IISC/ National research laboratory and other institutions of similar repute across the globe who have been actively engaged in research and teaching programs.
- Selection process:** The nominations will be reviewed by a committee constituted by the Vice Chancellor. They may be appointed by the Vice Chancellor on recommendations of the concerned Dean of the Faculty. The eligibility will be based on the quality of research and published work contributed by the faculty in his/her service career. The faculty with sufficient R&D work and having suitable externally sponsored projects or comparable activities will be considered. In cases where a faculty brings in extensive teaching and/or academic experience may also be considered.

- iv. **Remuneration:** They may be inducted into the institution with or without remuneration. They may be provided with mutually agreed honorarium and facilities and benefits (e.g., Suitable furnished accommodation, travel & transportation etc.) at the discretion of Vice Chancellor and approval of the President. They may be engaged **into** the institution on mutual agreed tenure for a maximum period of 3 years, extendable by 2 more years.
- v. **Broad expectations:** Research Contribution; Curriculum Development; Leadership Development; Fostering a Research-Friendly Environment; Research Collaborations with External Parties; and so forth.

3.2.4 Recruitment of Chair Professor:

- i. **Objectives:** The objective of Chair Professorship is to encourage engineers / technologists/ management academics with outstanding research contributions, promote long-term participation in academic research and enhance the research standards in institution in specific area.
- ii. **Potential participants under scheme:** Prominent professionals who have worked in well-recognized teaching/research institutions in India and abroad. A new faculty post with terms identical to regular faculty may be created. An existing regular faculty position or a visiting faculty, or an emeritus faculty at CGU may also be declared as an external Chair where the donation received from external agency will provide such benefit as top-up salary, travel grant or any other benefit to incumbent.
- iii. **Selection process:** The process of selection of the Chair Professor would be based on peer reviews of the overall research achievements and other achievements in the recent past. Contributions made to the growth of the institute can also be given due weightage. The selection committee will comprise of the Vice Chancellor, the Concerned Dean of the Faculty, Nominee of the Governing Body. The nominee of the donor will be an observer in the selection committee.
- iv. **Remuneration:** May be fixed as per terms and conditions of sponsoring agency / donor.
- v. **Broad expectations:** Research contributions, promotion of long-term participation in academic research, enhancement of the research standards in institution, bringing in innovation culture, etc.

3.2.5 Recruitment of Visiting Faculty (Regular & Distinguished):

- i. **Objectives:** To raise the calibre and efficacy of the university's research, teaching, and learning.
- ii. **Potential participants under scheme:** Senior professionals who have worked in companies of repute, academicians from universities, institutes, R&D labs, industry, or Government of India and abroad including those on sabbatical leave from other institutions or retired may be inducted into the institutions.

- iii. **Selection process:** They may be appointed by the Vice Chancellor on the recommendations of concerned Dean of the Faculty or Head of Department/Center.
- iv. **Remuneration and perks:** They may be inducted into the institution with remuneration or on honorary basis. They may be provided with mutually agreed remuneration or honorarium and other facilities & benefits (e.g., Suitable furnished accommodation, Travel expenses etc.) at discretion of Vice Chancellor and approval of the President. They may be engaged into the institution for and initial period of one year a can be extended for maximum period of 3 Years.
- v. **Broad Expectations:** Practical experience & Research experience will help Students & faculties in the Institution. Also, departments can get teaching support whenever needed.

3.2.6 Recruitment of Adjunct Faculty:

- i. **Objectives:** To bring external perspective to regular teaching and to further enrich existing knowledge of faculty members. To provide support in institute development activities with an active industry interface.
- ii. **Potential participants under scheme:** Scientists / Engineers / Industry Professionals employed in other organizations. Adjunct faculty shall be an accomplished expert /professional in his chosen field of discipline.
- iii. **Selection procedure:** They may be appointed by the Vice Chancellor on the recommendations of concerned Dean of the Faculty or Head of Department / Center.
- iv. **Remuneration and perks:** They may be provided with mutually agreed remuneration, facilities (Accommodation, Transportation etc.) and other benefits at discretion of Dean of the Faculty or Head of the Department / Center in consultation with the VC and on approval of the President. Period of empanelment will vary from 06 months to 03 years as decided by the university on mutually agreed terms and conditions.
- v. **Broad Expectations:** To share practical knowledge, real time experiences in classrooms, and increase in academic-industry interface, research guidance &collaboration.

3.2.7 Recruitment of Guest Faculty:

- i. **Objectives:** To engage faculty for a short duration on the recommendations of the HOD/ Dean or engagement of an expert for a particular course/ subject as per requirement of the Faculty.
- ii. **Potential participants under scheme:** Teaching / Industry Professionals employed in other organizations, who are willing to teach few days/weeks in a semester at CGU Odisha.

- iii. **Selection procedure:** They may be appointed by the concerned Dean of the Faculty on the recommendation of Head of Department/Center.
- iv. **Remuneration & Perks:** The honorarium for guest faculty will be on basis of per hour of engagement as per university norms. The Vice Chancellor can make exceptions for outstanding candidates. Travel expenses and local hospitality could be provided.
- v. **Broad Expectations:** To share practical knowledge, real time experiences in class rooms and support academic activity of the Faculty/Department/Centre.

3.3 Non-teaching (Administrative, Technical and support staff): Appointment: Pay Scales, Service Conditions and Minimum Qualification for appointment of teachers:
Methods of Recruitment relative to the Post of Non-teaching staff is specified below:

3.3.1 Creation of Data Bank: A data bank of prospective candidates shall be maintained by HR Cell through following modes –

- a) Advertisement: Advertisement shall be published in the leading newspaper 2-3 months before the academic session or as and when the need arises.
- b) Naukri.com: We have a tie up with the recruitment service provider, and they provide us with large database as and when needed.
- c) Through ‘career’ link: Our website link may be used by the prospective employees.
- d) Through personal references: Few of the posts where vacancy still exists are taken through personal references following due procedure.
- e) Through social media network: Facebook, LinkedIn, Pharma Tutor, Apnahire and Others.

3.3.2 Short listing of Resumes

- a) A requirement for a faculty / staff will be initiated by the department concerned with full justification to HR Cell. This will be processed for approval of the President, CGU .
- b) On approval, the HR Cell shall take out a list of eligible candidates from the data bank as per the eligibility criteria. The criteria as laid down by the University as per the AICTE/ UGC guideline for faculty shall be followed. For the rest of the categories, eligibility criteria as laid down based on the ground needs. The list is the forwarded to the Screening Committee as outlines in the Act/Statute of the University.

3.3.3 Qualifications & other requirement of selection:

(1) Recruitment to the Post of Junior Assistants:

- (a) Recruitment to the posts of Junior Assistants shall be made by means of an interview and skill test based on vacancy. The tests shall be conducted on such dates as decided by the authority.

(2) Promotion to the Post of Senior Assistants:

- (a) No Junior Assistant shall be considered for promotion to the Post of Senior Assistant unless he has put in at least five years of continuous service as a Junior Assistant.
- (b) The seniority of Senior Assistants shall be according to the ranking assigned to them in the select list drawn up by the Departmental Promotion Committee (DPC).

(3) Promotion to the Post of Section Officers / Office Superintendents:

- (a) The promotion to the posts of Section Officers Level-II shall be made on the recommendation of the Departmental Promotion Committee from among the Senior Assistants of the University by selection.
- (b) No Senior Assistant will be considered for promotion to the Post of Section Officer Level II unless he has rendered a minimum five years of continuous service as a Senior Assistant. The criteria for promotion shall be merit and suitability in all respects with due regard to seniority. The seniority of the promotes shall be determined according to the placement in the selection list drawn by the Departmental Promotion Committee.
- (c) The promotion to the posts of Section Officers Level-I and Office Superintendents shall be made on the recommendation of the Departmental Promotion Committee from among the Section Officers Level-II of the University by selection.
- (d) No Section Officer Level-II shall be eligible for promotion to the post of Section Officer Level-I / Office Superintendent unless he has rendered five years of continuous service as Section Officer, Level – II. The criteria for such promotion shall be merit and suitability in all respects with due regard to seniority. The seniority shall be determined according to the placement in the selection list drawn by the Departmental Promotion Committee.

(4) Promotion to the Post of P.A. and Sr. Stenographer:

- (a) The posts of Senior Stenographer of the University shall be filled up from among the Junior Stenographers of the University. No person shall be appointed as a Senior Stenographer directly. If there is no post of Junior Stenographer, the post of Senior Stenographer shall be filled up temporarily by an incumbent as a Junior Stenographer. Such a person will be considered for appointment as a Senior Stenographer after completion of three years of continuous service as such, subject to fitness for the post of Senior Stenographer.
- (b) All cases of promotions of existing Junior Stenographer against the post of Senior Stenographer shall be on the recommendation of the Departmental Promotion Committee consisting of Registrar, Deputy Registrar-in-charge of the Establishment and the Officer concerned and the seniority of the incumbents shall be as in the select list drawn by the Departmental Promotion Committee.
- (c) All the post of Personal Assistants shall be filled up by promotion from amongst the senior stenographers of the University. No Senior Stenographer will be considered for promotion to the post of Personal Assistant unless he has rendered at least five years of continuous service as Senior Stenographer. The criteria for such promotion shall be merit and suitability in all respects with due regard to seniority. The seniority of promotes shall be as in the selection list drawn up by the Departmental Promotion Committee.

In case of unavailability of any senior stenographer, the University may directly recruit for the post.

(5) Promotion to the Post of Research Assistant:

- (a) The posts of Research Assistant in Post Graduate Department may be filled up by promotion from among the Demonstrators of the concerned department by selection or by direct recruitment. No Demonstrator will be considered for promotion to the post of Research Assistant unless he rendered at least five years of continuous service as a Demonstrator of the concerned Department. The criteria for such promotion is merit and suitability in all respects with due regard to the seniority. The seniority of promotes shall be as in the select list drawn by the Departmental Promotion Committee.

- (b) Departmental Promotion Committee for promotion to the post of Research Assistant shall be as per norms.
- (c) In a P.G. Department where no post of Demonstrator exists or where no Demonstrator is found suitable for promotion or otherwise decided by the Vice-Chancellor, the Research Assistant shall be appointed on the basis of direct recruitment on open advertisement.

(6) Promotion to Technical Posts:

- (a) The posts of Electrician Grade-I shall be filled up from among the Electricians Grade-II. Similarly, the posts of Electricians Grade-II shall be filled up from among the Electrical Wiremen. All the Helpers working on the Electrical side of the maintenance wing of the University shall be eligible for the post of Wiremen. The criteria for promotion in all these cases will be their possessing the necessary license, technical skill and suitability for the post with due regard to their seniority.
- (b) The posts of Pump Drivers/Mechanics shall be filled up from among the Helpers working in the water supply side of the maintenance wing of the University. The criteria for such promotion shall be their possessing the necessary license, technical skill and suitability for the post with due regard to their seniority.
- (c) In case suitable persons are not available in a particular category (Electrical or Water Supply) the employees working on the Electrical side will be considered for post in the water supply side and vice versa.
- (d) (i) The post of Drivers (Heavy Vehicle) shall be filled up from amongst the Drivers (Light Vehicle) by promotion. The criteria for such promotion shall be the Drivers (Light Vehicle) possessing heavy vehicle driving license, badge and their suitability for the post.
- (ii) In case no light vehicle driver with heavy vehicle driving license and badge is available for consideration for the post of Driver (Heavy Vehicle), it shall be open for the appointing authority to fill up the post by open selection.

(7) Promotion to the Post of Deputy/Assistant Registrar and equivalent posts:

- (a) The Posts of Assistant Registrars and its equivalents shall be filled up from amongst the Section Officer Level-I, Office Superintendents and its equivalent posts of the University by Selection and direct recruitment on 50:50 basis. All direct recruitments shall be made through open advertisement and selection. No Officer will be eligible for promotion to the post of Assistant Registrar and its equivalent posts unless he has rendered at least ten years of service as Section Officer or of its equivalent posts.
- (b) Assistant Registrars and their equivalents will be eligible for promotion to the posts of Deputy Registrar and its equivalent posts to the extent of 25% of vacancies at that level on completion of five years of service as such. 75% of posts of Deputy Registrar and its equivalent posts shall be filled up by direct recruitment through open selection.

(8) Promotion to the Post of Secretary to Vice-Chancellor:

The Post of Secretary to the Vice-Chancellor shall be filled up from amongst the Personal Assistants of the University by selection. No personal assistant shall be eligible for promotion to the post of Secretary to the Vice-Chancellor unless he has rendered at least five years of service as Personal Assistant. In case suitable persons are not available in the cadre of Personal Assistant for promotion, the post of Secretary to the Vice-Chancellor may be filled up by selection from amongst other Supervisory Officers and their equivalent Officers.

(9) Procedure for DPC/ Select List/ Zone of Consideration:

- (a) The Departmental Promotion Committee in all cases of promotion shall ordinarily meet in the month of September every year and prepare a list of Employees for promotion to the next higher rank.
- (b) Before convening the meeting of the Departmental Promotion Committee, the convenor of the Committee shall ensure that the CCR's of the concerned employees are made up-to-date (For Teachers / Officers of Grade-A & B Performance Appraisal may be considered in place of CCR's)
- (c) The promotions in all cases shall be based on merit and suitability in all respect with due regard to seniority.
- (d) The position assigned in this select list shall be treated as final for the purpose of fixing inter-se-seniority.
- (e) The select list drawn up by the Departmental Promotion Committee shall ordinarily remain valid for a period of one year from the date of selection.

Probation:

- (1) Unless otherwise provided specifically, every person recruited or promoted to any post under these rules shall be on probation for a period of one year in case of non-teaching from the date he actually joins the post.
- (2) The appointing authority may terminate the services of a probationer or extend his probation for such further period as he may consider necessary if, during the period of probation, his work or conduct is found unsatisfactory.
- (3) The appointing authority shall record his reasons, in writing, while terminating the appointment of a probationer.
- (4) After expiry of the period of probation satisfactorily, the appointing authority shall issue a specific order to this effect falling which the period of probation shall be deemed to continue.

Performance Evaluation for Staff Members:

Performance evaluation for staff members shall be done on completion of 12 months and annual appraisal in service based on the prescribed format attached below:

The description of each one of the formats of appraisal is listed as shown in the Annexure-I -V given below:

Annexure - I	Personal Information – to be filled by the Employee
Annexure –II	Self-Appraisal Form for the Post of
Annexure - III	Evaluation Form for the to be conducted by their respective Reporting cum Reviewing Authority
Annexure - IV	Peer Feedback Form
Annexure - V	Evaluation Form to be filled in by the Accepting Authority

Performance Appraisal Report (PAR) for Group 'A' & 'B' Officers of the University

Transmission Record
To be filled in by the Appraisee

Financial Year _____ (for the period From _____ To _____)

Name & Designation of the officer Reported upon _____

Group (A/B) to which the officer belongs to _____

Details of Transmission / Movement of PAR
(To be filled in at the time of transmission by the reporting officer / staff)

Transmission by	Transmitted to whom (Name, Designation & Department)	Date of Transmission	Signature of the Officer transmitting the PAR
Appraisee			
Reporting Authority			
Reviewing Authority			
Accepting Authority			

ANNEXURE – I
Personal Information Form

Personal Information
(To be filled by the Appraisee/Employee)

(Information to be provided for the ongoing Appraisal Period i.e. _____ to _____)

1. Name :
2. Date of Birth and Age :
3. Designation :
4. Employee Id (SID No.) :
5. Qualification :
6. Your Reporting Authority :
7. Scale of Pay and Present Pay (Gross Salary) :
8. Date of Appointment to the Present Post :
9. Length of Service in the Present Post :

EXPERIENCE

Sl. No.	Department	Category of Work	Period	
			From	To
1				
2				
3				

EDUCATIONAL AND OTHER QUALIFICATIONS

Sl. No.	General	Department Specific	Special	Other skills if any.
1				
2				
3				

10. Any Refresher / Training Programs attended :
to develop the professional skills during the
Appraisal Period (if no, Reasons)
11. Added Contributions to the Department / Institute :
12. Detailed list of your Roles & Responsibilities in the Present Post
13. Additional work assigned by reporting authority /Any other Concerned
(Report(s) to be enclosed)

Note: *Additional Responsibilities if any needs to be highlighted*

Any Other Information (if any):

Name with Signature:

Date:

Note: *The filled in form should be submitted to your reporting authority along with your Self-Assessment Report **through the HR Department***

ANNEXURE – II

Self-Appraisal Form for the

Employee Name	:	
Title	:	
Reporting Authority	:	
Date	:	

Job Definition

1. Attach a current position description; if applicable, make note of any significant changes in performance review.
2. List of responsibilities you view as most important in your Role? Why?
3. Has there been any special circumstance that helped or hindered you in doing your position this tenure? If yes, what were the circumstances and how did they affect your work?

Accomplishments

1. List your most significant accomplishments or contributions during your tenure of work. How do these achievements align with the goals/objectives outlined in our organization?
2. Since joining in your new role, have you performed any new tasks or additional duties outside the scope of your regular responsibilities? If so, please specify.
3. Describe professional development activities that have been helpful in bringing out your skill sets

Goal Setting

1. What goals have you set while joining the organization and what actions have you taken to accomplish these goals till date?
2. What could your supervisor/management do to support you in doing your job and accomplishing these goals?
3. What else would help you to do your job better and provide greater job satisfaction?

Development Planning

1. What kinds of professional development activities you have taken up during your tenure?
2. What support or information do you need to complete these activities?

Any Other (if any):

Signature:

Date:

Note: Attach your report and submit it to your Reporting Authority through HR Department.

ANNEXURE – III

Evaluation Form for the

(To be filled in by the Reporting Authority)

This section evaluates the performance of the Employees heading a particular department. Employees holding this positions is to take this particular Appraisal.

<p>Rating Scale:</p> <p>5. Excellent – Performance consistently superior and exceeds expectations</p> <p>4. Very Good – Performance consistently meets and often exceeds expectations</p> <p>3. Good – Performance meets requirement and satisfies the expectations of the position.</p> <p>2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.</p> <p>1. Unsatisfactory– Performance does not meet expectations. Performance improvement plan required.</p>

Dear Appraiser,

Please rate against each attribute between 5 – 1 based on the performance of the Employee. Parameters for each are mentioned above in the Rating Scale box. Any comments on the ratings can also be mentioned in the comments column.

Standards of Performance	Rating	Comments
Delegation		
Delegates daily work assignments according to area of expertise and responsibility and consistent with established methods and procedures		
Provides guidance and suggestions when necessary		
Encourages members of work groups to find solutions to problems		
Conducts follow – ups and ensure that work is completed accurately as scheduled		
Standards of Performance	Rating	Comments
Leadership		
Sets high team standards		
Establishes a focus and direction for the team		
Creates a positive work environment		
Develops a shared sense of purpose for the team		
Motivates directly reporting employees		
Communication		
Passes superiors instructions to members of work groups and provides clear instructions regarding new assignments		
Keeps supervisor informed of work progress and any problems which occur		
Reports personal difficulties to immediate authority in the work		
Project Management		
Establishes project goals and milestones		
Develops procedures and systems		
Defines roles and responsibilities		
Determines projects/assignment resources		
Monitors project/assignment performance		
People Development/Management		
Fosters growth and develops the abilities of		

employees		
Provide guidance, support, feedback and coaching to employees		
Defines roles and responsibilities		
Trains new employees by explaining routines, work procedures, use of equipment or machinery, and explaining precedent and past decisions.		
Health and Safety		
Ensures that employees comply with the occupational health & safety act regulations		
Takes every precaution reasonable in the circumstances for the protection of the workers when required.		

/115

Total
Employee Development

1. Recommendations for addressing performance issues.
2. Goals identified that can be achieved by the employee within a reasonable period of time.
3. Any other Comments.

Increment may be released

Yes: No: (if No, specific reasons should be mentioned)

Signature of the Head:

Date:

Note: If the Employee has been served with any Memos, show cause, Punishments, Censures etc., during the Assessment period should be attached along with the Report.

<u>HOD Comments :</u>	
Signature: _____	Date: _____

Please Note:

- ✓ 100-115/115 – Exceptional (Can be recommended)
- ✓ 85-100/115 - Very Good (Can be recommended)
- ✓ 65-85/115 – Good (Can be recommended)
- ✓ 55-65/115 – Needs Improvement (May be recommended with necessary guidelines and recommendations)
- ✓ >55/115 – Bad (Increment cannot be recommended)

ANNEXURE – IV

Peer Feedback Form
Peer Questionnaire

Please answer the questions thoroughly and truthfully. Your responses will be compiled along with those provided by other employees. The individual who is being reviewed will not be told which Co-workers were asked to complete questionnaires. Thank you for your participation.

Peer Review for:

Date:

Ratings Definition

Use the following scale, thinking specifically of the person whose name appears above circle the number that most accurately describes your perception for each item. Please note that “NE” means you have no firsthand knowledge or experience with the Individual.

- 1. Never
- 2. Occasionally
- 3. Sometimes
- 4. Most of the Time
- 5. Always
- CS- Can't Say

Sl. No.	job statements	1	2	3	4	5	CS

Any Comments (if any) related to the Employee:

ANNEXURE – V
Evaluation form to be filled in by the Accepting Reporting

Dear Appraiser,

Please (√) Tick the appropriate box against each factor mentioned which gives a rating on a scale of 1-5 for the Employee mentioned on the Appraisal Form.

Factors	Rating				
	<i>1-Poor</i>	<i>2- Fair</i>	<i>3- Satisfactory</i>	<i>4 - Good</i>	<i>5 - Excellent</i>
Job Knowledge					

<i>Comments</i>	
-----------------	--

Factors	Rating				
	<i>1-Poor</i>	<i>2- Fair</i>	<i>3-Satisfactory</i>	<i>4 - Good</i>	<i>5 - Excellent</i>
Integrity					

<i>Comments</i>	
-----------------	--

Work Quality					
<i>Comments</i>					

Attendance/Punctuality					
<i>Comments</i>					

Productivity					
<i>Comments</i>					

Communication/ Listening Skills					
<i>Comments</i>					

Attitude towards Superiors and Colleagues					
<i>Comments</i>					

Dependability					
<i>Comments</i>					

Presentable					
<i>Comments</i>					

Health					
<i>Comments</i>					

Total

/50

Suggestions for Improvement:

Whether increment due may be sanctioned or withheld. Definite recommendation should be made.

Yes: No: (If No, give definite remarks)

Signature of the Authority :

Date:

Note: If the Employee has been served with any Memos, show cause, Punishments, Censures etc., during the Assessment period should be attached along with the Report

Remarks of the of the Accepting Authority :

Signature

Date:

Date of Increment:

1. There shall be two dates of increment i.e. 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up gradation.
2. Annually increment will be best on the performance score obtained by the staff members in the performance appraisal process.

3.3.4 Pay Scale for the Non-Teaching Staff:

The Non-teaching posts of the University are classified as Group A, Group-B, Group C and Group D ranging from Level 1 to Level 6 with the pay scale for each of the Group has been specified in the table below:

Level-1	18000 - 600 - 24000 - 650 - 30500 - 700 - 37500 - 750 - 45000 - 800 - 53000 - 850 - 61500 - 900 - 70500 - 950 - 80000 - 1000 - 90000 - 1050 - 100500	Group A
Level-2	16000 - 500 - 21000 - 550 - 26500 - 600 - 32500 - 650 - 39000 - 700 - 46000 - 750 - 53500 - 800 - 61500 - 850 - 70000 - 900 - 79000 - 950 - 88500	Group B
Level-3	14000 - 400 - 18000 - 450 - 22500 - 500 - 27500 - 550 - 33000 - 600 - 39000 - 650 - 45000 - 700 - 52000 - 750 - 59500 - 800 - 67500 - 850 - 76000	
Level-4	12000 - 350 - 15500 - 400 - 19500 - 450 - 24000 - 500 - 29000 - 550 - 34500 - 600 - 40500 - 650 - 47000 - 700 - 54000 - 750 - 61500 - 800 - 69500	Group C
Level-5	10000 - 300 - 13000 - 350 - 16500 - 400 - 20500 - 450 - 25000 - 500 - 30000 - 550 - 35500 - 600 - 41500 - 650 - 48000 - 700 - 55000 - 750 - 62500	
Level-6	8000 - 250 - 10500 - 300 - 13500 - 350 - 17000 - 400 - 21000 - 450 - 25500 - 500 - 30500 - 550 - 36000 - 600 - 42000 - 650 - 48500 - 700 - 55500	Group D

Qualifications & other requirement of recruitment of various non-teaching post are given in detail as below:

3.3.3.1 Administrative Staff:

S. No.	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Junior Assistant/ Purchase Assistant/ Store Assistant/ Personal Assistant	<ul style="list-style-type: none"> Any UG Degree Computer Knowledge 	<ul style="list-style-type: none"> 7 years of experience as Jr. Asst. Undergone certified course (Computer/Administration) Qualifying in test (English & Computer) & Interview 	Senior Assistant
2	Senior Assistant	<ul style="list-style-type: none"> Any UG Degree Computer Knowledge 	<ul style="list-style-type: none"> 7 years of experience as Jr. Asst Undergone certified course (Computer/Administration) Qualifying in test (English & Computer) & Interview 	Office Superintendent

3	Office Superintendent	<ul style="list-style-type: none"> Any UG Degree Computer Knowledge 	<ul style="list-style-type: none"> 7 years of experience as Sr. Asst. Undergone certified course (Computer/Administration) Qualifying in test (English & Computer) & Interview <p>OR</p> <p>A retired Govt. person working as a Sr. Asst. / Office Superintendent may be recruited for 2 years on contract basis.</p>	<p>Section Officer</p> <ul style="list-style-type: none"> The promotion to the posts of Section Officers Level-II shall be made on the recommendation of the Departmental Promotion Committee from among the Senior Assistants of the University by
4	Section Officer	<ul style="list-style-type: none"> Any PG Degree 	<ul style="list-style-type: none"> 8 years of Admin. Experience as Section Officer Good Communication Skills Qualifying in the Test (English & Computer) & Interview 	<p>Asst. Registrar</p> <ul style="list-style-type: none"> The promotion to the posts of Asst. Registrar shall be made on the recommendation of the Departmental Promotion Committee from among the Section Officer of the University by selection. <p>OR</p> <p>A person having PG/MBA degree may be directly recruited for the Post of Asst. Registrar</p>
5	Assistant Registrar	<ul style="list-style-type: none"> Any PG /MBA Degree Admin. Experience 	<ul style="list-style-type: none"> 6-10 years of admin. Experience as Asst. Registrar Good Communication Skills Qualifying in the Test & Interview (Computer & English) <p>Note: Weightages will be given for Degree in Law / PG Degree in Management in a reputed Institution</p>	<p>Dy. Registrar</p>
6	Deputy Registrar	<ul style="list-style-type: none"> Any PG /MBA Degree Admin. Experience 	<ul style="list-style-type: none"> 15 years of administrative experience, of which 5years shall be as Deputy Registrar or equivalent. 	<p>Registrar</p>

7	Controller of Examination	<ul style="list-style-type: none"> PG with Doctorate Degree having equivalent experience of an Associate Professor as stipulated by AICTE / UGC 	<ul style="list-style-type: none"> 8 years' administrative experience in a supervisory capacity; or 5 years' experience as Assistant Registrar or its equivalent post or in a similar cadre post of the University 	
---	---------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Other staff Positions:

The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time.

- Principal SAS Officer/Principal Technical Officer
- Chief Purchase Officer
- Dy. Personnel Officer/Estate Officer
- Sr. Medical Officer
- Legal Officer /Medical Officer/Purchase Officer/ Store Officer
- Sr. System Manager / System Manager
- Training & Placement Officer
- Hostel Manager
- Sr. SAS Assistant
- SAS Assistant
- Yoga Teacher
- Store Keeper
- Student Counselor
- Graphic Designer
- Photographer
- Hardware Engineer
- Swimming Coach
- Canteen Chef
- Gym Instructor
- Admission Counselor
- Warden
- Supervisor – Gardener
- Tele Caller
- Front Office Executive

Other Post as may be decided by the authority to carry out the function of the University.

3.3.3.2 Finance and Accounts:

S. No.	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Finance Officer	<ul style="list-style-type: none"> PG Qualification with ICWA/CA Knowledge in Auditing, Accounting, Budgeting & Payroll 	<ul style="list-style-type: none"> CA – Final Qualification 7-10years of experience as Finance Officer/Asst. Account Officer / Asst. Finance Officer Qualifying in the Test (English & Computer) & Interview 	Chief Finance Officer
2	Dy. Finance Officer	<ul style="list-style-type: none"> PG Qualification with ICWA/CA 	<ul style="list-style-type: none"> CA – Final Qualification 	Finance Officer

		<ul style="list-style-type: none"> Knowledge in Auditing, Accounting, Budgeting & Payroll 	<ul style="list-style-type: none"> 7 years of experience as Asst. Account Officer / Asst. Finance Officer Qualifying in the Test (English & Computer) & Interview 	
3	Auditor	<ul style="list-style-type: none"> Degree with Accounts Certificates 	<ul style="list-style-type: none"> 5 years' experience on the subject Auditing & compliance 	Chief Auditor
4	Chief Auditor	<ul style="list-style-type: none"> Degree with Accounts Certificates with professional qualification CA/ICWA 	<ul style="list-style-type: none"> 10 years' experience on the subject 	Finance Officer
5	Dy. Accounts Officer / Account Officer	<ul style="list-style-type: none"> PG in Commerce Knowledge in Accounting, Tally <p style="text-align: center;">OR</p> <p>A retired Finance Officer from Govt. may be recruited for 3 years on contract basis</p>	<ul style="list-style-type: none"> 10 years of experience as Accountant 	Chief Auditor
6	Accountant	<ul style="list-style-type: none"> UG (B.Com)/PG Qualification Knowledge in Accounting, Tally 	<ul style="list-style-type: none"> 8 years of experience as Accountant Qualifying in the Test (English & Computer) & Interview 	Dy. Account Officer
7	Accounts & Audit Assistant	<ul style="list-style-type: none"> UG in Commerce Qualification Knowledge in Accounting, Tally 	<ul style="list-style-type: none"> 7 years of experience as Accounts Assistant Qualifying in the Test (English & Computer) & Interview 	Accountant

Other staff Positions :

The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time.

- Cashier

Other Post as may be decided by the authority to carry out the function of the University.

3.3.3.3 Technical Staff:

S. No.	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Technical Officer Gr. I	<ul style="list-style-type: none"> Professional UG Degree (B.E/B.Tech) 	<ul style="list-style-type: none"> After 7 years 	Senior Grade
			<ul style="list-style-type: none"> After 15 years 	Selection Grade
			<ul style="list-style-type: none"> After 23 years 	Special Grade
2	Technical Asst. SG-I (Programmer, Trainer, Lab Asst., Instructor)	<ul style="list-style-type: none"> Diploma/UG Degree Professional UG Degree (B.E/B.Tech) 	<ul style="list-style-type: none"> After 7 years 	Senior Grade
			<ul style="list-style-type: none"> After 15 years 	Selection Grade
			<ul style="list-style-type: none"> After 23 years 	Special Grade
			<ul style="list-style-type: none"> Relevant Experience 	Technical Officer
3	Web Designer	<ul style="list-style-type: none"> Diploma/UG-in Computer Hardware or Software 	<ul style="list-style-type: none"> 7 years of experience Undergone any certified course in their own specialization Qualifying in the Test (English & Computer) & Interview 	Senior Grade

Other staff Positions :

The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time.

- Training Officer Gr. II
- Sr. Technical Assistant
- Technical Assistant & SG-II

Other Post as may be decided by the authority to carry out the function of the University.

3.3.3.4 Maintenance Staff (General / Electrical):

S. No.	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Supervisor (Civil/Electrical/Maintenance)	• Diploma	• After 7 years	Senior Grade
			• After 15 years	Selection Grade
			• After 23 years	Special Grade
2	Electrician /Helper/Elect. Helper/Electrical Attender/A/c Maintenance Tr./Plant Operator	• ITI	• 7 year's experience • Qualifying in interview	Electrician (Senior Grade)
			• 15 years of experience • Qualifying in interview	Electrician (Selection Grade)
			• 23 years of experience • Qualifying in interview	Electrician (Special Grade)

Other staff Positions :

The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time.

- Junior Engineer (Civil/Electrical)
- Assistant Engineer Gr II
- Executive Engineer (Civil/Electrical/Maintenance)
- Sr. Executive Engineer (Civil/Electrical/Maintenance)
- Superintendent Engineer (Civil/Electrical/Maintenance)
- Mechanic
- Plumber
- Technician
- Welder/CNC Operator
- Fitter
- Mason
- Foreman
- Carpenter
- Gardener Gr. I
- Gardener Gr. II
- Operator

Other Post as may be decided by the authority to carry out the function of the University.

3.3.3.5 Transport / Security:

S. No.	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Helper	<ul style="list-style-type: none"> 12th Pass 	<ul style="list-style-type: none"> 2 years of experience as Helper Conductor License Qualifying in Interview 	Conductor
			<ul style="list-style-type: none"> 3 years of experience as Helper Conductor License Qualifying in Interview 	
2	Driver		<ul style="list-style-type: none"> 15 years of experience as Driver Qualifying in Interview 	Driver (Selection Grade)
			<ul style="list-style-type: none"> 23 years of experience (8 years as Driver selection Grade) Qualifying in Interview 	Driver (Special Grade)

Other staff Positions:

The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time.

- Transport Manager (Civil Maint, Electrical Maint. Canteen, Purchase, Transport etc.)
- Security Officer
- Security Supervisor
- Security guard

Other Post as may be decided by the authority to carry out the function of the University.

3.3.3.6 Miscellaneous Staff:

S. No.	Current Designation	Basic Qualification	Eligibility Criteria for Promotion	Promoted To
1	Assistant Librarian	<ul style="list-style-type: none"> UG /PG Degree in relevant area 	<ul style="list-style-type: none"> 7 years of experience Qualifying in Test (English & Computer) & Interview 	Asst. Librarian (Sr. Grade)
			<ul style="list-style-type: none"> 15 years of experience Undergone any certified course in their own specialization Qualifying in Interview (Based upon the performance, Laurels to institution, Conferences or Programme organized) 	Deputy Librarian
			<ul style="list-style-type: none"> 10 years of experience Ph.D. Qualification Qualifying in Interview (Based upon the performance, Laurels to institution, Conferences or Programme organized) 	Librarian
2	Pharmacist Grade I	<ul style="list-style-type: none"> Diploma in relevant area 	<ul style="list-style-type: none"> 7 years of experience Qualifying in Interview (Customer evaluation, Based upon the performance, updated knowledge about the latest medicines / Equipments) 	Sr. Grade
			<ul style="list-style-type: none"> 15 years of experience UG Degree in relevant area Qualifying in Interview (Customer evaluation, Based upon the performance, updated knowledge about the latest medicines / Equipments) 	Selection Grade

			<ul style="list-style-type: none"> • 23 years of experience • PG Degree in relevant area • Qualifying in Test (English & Computer) & Interview 	Special Grade
--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------

Other staff Positions:

The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time.

- Dy. Librarian
- Librarian
- Pharmacist Grade II
- Chief Trainer
- Master Trainer
- Instructor Gr. I
- Instructor Gr. II
- Dispatcher
- Attendant
- Sweeper
- Caretaker
- F&B Service-Steward (Boys & Girls)
- Dish washer/Utility

Other Post as may be decided by the authority to carry out the function of the University.

CHAPTER -4 EMPLOYMENT & HOURS OF WORK

4. EMPLOYMENT & HOURS OF WORK

4.1 Periods & Hours of Work

- i) All full-time faculty members should perform a minimum of 44 hours of work per week for the Institute on a six-day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.
- ii) The 44 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.
- iv) This hours of work may be changed by the appropriate authority on need basis.

4.2 Shift working

The employees and officers in the B group may be assigned shift work on need basis.

4.3 Attendance

Attendance shall be exclusively through Biometric attendance/GPS in case of field duty. (Regular/Contractual/Adhoc/Temporary) (Face impression) for all the employees.

CHAPTER -5
CONDITION OF SERVICES
C.V. RAMAN GLOBAL UNIVERSITY LEAVE
RULES – 2022
& C.V. RAMAN GLOBAL UNIVERSITY, ODISHA LEAVE
(FIRST AMMENDMENTS RULE) - 2024

5. CONDITION OF SERVICES

5.1 Leave Rules:

General

1. Short Title and Commencement.

- (a) These Rules may be called the C.V. Raman Global University, Odisha Leave Rules 2022.
- (b) These shall come into force w.e.f 1st January, 2022.

2. Applicability.

- a. These Leave Rules shall apply to all employees.
- b. Persons engaged in teaching/Non-teaching duties on temporary, contractual, deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

General Rules of Leave

- 3. Leave cannot be claimed as a right.
- 4. Except in an emergency, leave must be applied for, through proper channel in the prescribed format attached as appendix, in advance.
- 5. Except where otherwise provided for, leave can be availed only after it has been sanctioned by the sanctioning authority.

5A- “Authority empowered to sanction leave”

<u>Employees</u>	<u>Sanctioning authority</u>
i. For Director, Vice president and Vice Chancellor	President
ii. For Registrar and Deans	Vice Chancellor
iii. For HoD and faculties	Respective Dean*

- | | | |
|-----|------------------------------------------------------------------------------|------------------------------------------------------|
| iv. | For support staff under Controller of examination (COE), Dean academics (DA) | Registrar on recommendation of COE/DA |
| v. | For support staff such as Lab Asst., Tech Asst. and workshop staff | Registrar on recommendation of respective HoD & Dean |
| vi. | For any other non-teaching staff | Registrar on recommendation of respective HoD |

*In absence of Dean of any Faculty the Vice chancellor would be the sanctioning authority.

6. Depending on the exigencies of work, the sanctioning/recommending authority may:-
 - (a) Refuse, postpone, revoke or curtail/leave of any description;
 - (b) Recall to duty any employee on leave shall rest with the sanctioning authority;
 - (c) Permit an employee, if he/she requests, to rejoin duty before expiry of the sanctioned leave period.
7. An employee shall not take up or accept any employment/assignment of work in any other organisation with or without remuneration during the period of leave.
8. Except in the case of casual of leave up to two days, it is obligatory for every employee to furnish the leave sanctioning authority the leave addresses with telephone number if any, before proceeding on leave.
9. If an employee who is on leave seeks extension, thereof, he/she has to make an application in writing to the sanctioning authority giving reasons. Such application shall make sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the sanctioned leave.
10. No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
11. Overstay all of leave shall be treated as absence without leave and will be considered "break in service". However before taking this action the competent authority shall give the concerned employee an opportunity to explain the circumstances and satisfy itself that nothing prevented the employee from obtaining prior sanction.
12. Employee applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor of Government Hospital/PHC. Such medical certificate shall be accepted subject to approval by the Registrar. The medical certificate issued by a private doctor may be subject to scrutiny by the Medical Officer of the University. In such event leave will be granted only if it is approved by the medical officer. The employee on leave on medical grounds for more than five days should produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.
13. Except in the case of casual leave, Sundays and holidays falling during the intervening period of leave will be counted as days on leave.

14. Once availed, the leave cannot be converted into any other type of leave except in case of unforeseen reason.
15. For new employees leave shall be credited after completion of three months of service.
16. An application for leave should be submitted in the prescribed form to the recommending authority, who after putting his/her recommendation will forward the same to the sanctioning authority for final decision.

Types of Leave

17. Employees are entitled for the following types of leave: -
 - (a) Casual Leave (CL)
 - (b) Special Casual Leave (SCL)
 - (c) Earned Leave (EL)
 - (d) Medical Leave (ML)
 - (e) Summer Vacation Leave (SVL)
 - (f) Maternity Leave (MTL)
 - (g) Paternity Leave (PTL)
 - (h) Study Leave (SL)
 - (i) Compensatory Off (CO)
 - (j) Official Duty Leave (OD)

Casual Leave

18. An employee shall be entitled to 10 days' casual leave during a calendar year on a pro rata basis.
19. Casual leave shall not be combined with any other type of leave.
20. Casual leave may be taken up to maximum of two working days at a stretch. This can be availed by an employee either on prefix or suffix of a declared holiday/weekly off day, but this can't be availed having both days as prefix & suffix.
21. Casual leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.

Special Casual Leave

22. Special casual Leave may be granted to teaching employees for a maximum period of 15 days in a calendar year and in cases of more than 15 days' subject to approval of the President, CGU, Odisha:

- a) To attend Professional conferences/Seminars/workshops/FDP on behalf/deputed by the university subject to a maximum of two in a year, one of which may be international and another may be national or both.

In rule 22 of the said rules, for sub-rule-22(a), the following sub-rules shall be inserted, namely: -

- i. No leave shall be sanctioned to faculty members only to attend a conference. However, the leave shall be allowed if they deliver talks and attend the conference as guest speaker/keynote speaker/present a paper.

- ii. University shall bear the actual cost of registration, lodging and travel expenses within the ceiling amount of Rs. 15,000/- for attending National/International conference/Seminar/workshops etc. Within India for one occasion in a year and Rs. 20,000/- in case an employee presents a paper organised abroad. The financial assistance shall be released to the faculty after submitting the first page of the Journal as well as the complete paper published in the journal to the HR section certified by the Dean, Research. The paper to be published in the Journal of repute such as in SCI Journals/UGC/AICTE approved list of Journals. Further, they must submit the bills/receipts of expenses also. However, for the faculty members having experience less than one year in this university, such leave may be allowed for presentation of papers without financial assistance subject to approval of the competent authority.
 - iii. The concerned faculty will submit such application in prescribed format, along with supporting documents which shall be recommended by the concerned HoD and alternative arrangements must be made so that students do not suffer for the absence of the said faculty.
 - iv. HoD must ensure that faculty on return from the conference gives a presentation before other faculty members of the concerned department only after which the leave shall be sanctioned.
 - v. Sanction of such leave and financial assistance shall be the sole discretion of the competent authority/Board.
- b) Performing any other duty assigned by the University, approved by the HOD and sanctioned by the Registrar of the university. Such leaves may be allowed subject to satisfaction of conditions and norms laid down below:
- c) The faculty member shall attend such programme (in a & d) only when those are organised by the following reputed institutes:
- i. IITs
 - ii. NITs
 - iii. AICTE/UGC/MHRD
 - iv. Technical Universities
 - v. Government Universities
 - vi. IISc. Bangalore
 - vii. CSIR Lab
 - viii. NITTTR
 - ix. Government research/Academic institutes etc.
- d) The authority may allow more than 10% of faculty of the department to attend such program during a semester, only when the syllabus/course is complete for the semester and there are no academic and other important scheduled activities in the university.

23. Special Casual leave shall not be combined with any other form of leave.
24. Special Casual leave shall be availed subject to prior submission of relevant documents and special sanction from the Registrar.
25. While applying for Special Casual leave the applicant shall furnish the invitation letter/examination Admit Card and on return, the to & fro journey ticket (via shortest route) and conference report.
26. Journey period will form part of Special casual leave. The number of days of Special Casual leave including journey period will be approved by Registrar before the faculty member proceeds on Special Casual leave.
27. Failing to submit the necessary documents on return, as mentioned above, within 03 days of return the leave including journey period shall be converted to LOP.
28. Special Casual leave for conferences shall ordinarily be sanctioned for faculty members presenting papers during the conference.
29. Faculty Members invited for guest lecturers shall take due approval from Registrar for availing Special Casual leave.

Earned Leave

30. Earned leave entitlement per calendar year shall be as under:
 - a) 30 days in case of non-teaching staff
 - b) 13 days in case of teaching faculty (only academic/vacation staff) *

**Explanation: As per the UGC regulation,2018, Earned Leave (EL) admissible to a teacher shall be:*

 - (a) *1/30 of the actual service, including vacation; plus*
 - (b) *1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.*

For purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave, shall be excluded.

It may be noted that when there was 45 days of summer vacation, a teaching staff can accrue (1/3rd * 45) 15 days of EL if he is detained or surrenders full summer vacation. in that case, the teaching staff was getting fixed 13 days of EL in a year and 15 days of EL accrued by surrendering full summer vacation so that the total EL of the teaching staff was approximately equal to the total EL of the non-teaching staff.

31. Entitlement of Earned leave shall be calculated on monthly basis. However, it will be credited at the end of the calendar year. In case an employee leaving/retiring during the year has availed earned leave more than that entitled on pro rata basis, it will be adjusted (financial adjustment) at the time of retirement/relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due to the employee.
32. Employees on probation are not entitled to Earned leave, if the probationer is not confirmed in the post.

33. Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
34. Application should be made to the appropriate authority through proper channel at least three days in advance for a minimum period of three days EL and seven days in advance (not including the date of application) if it is more than three days' subject to a maximum limit of 7 days in one time. However, in case of exigency such as on the medical ground /decease of the Dependant of the employee the advance period of application specified and the number of days above can be exempted subject to production of valid documents and sanction by the competent authority and only when there is no exigency requirement by the University. EL can be combined with the Medical Leave only.
35. Earned leave shall be allowed maximum three times in a calendar year.
36. Earned Leave may be accumulated to the credit of the employee up to maximum of 60 days.
37. Encashment of earned leave shall be allowed to the permanent employees (from the date of permanent) who have completed minimum 10 years of services with the University and at the time of superannuation. However, in case of death of an employee during the period of service the accumulated leave may be allowed to be encashed by the employee's spouse or in absence of the spouse to the legal heirs after verification of proper documents.
38. The employee whose services are terminated/discharged on disciplinary ground shall not be entitled for encashment of earned leave.
39. The Encashment of Earned Leave will be calculated on Basic and AGP of the employee.

Medical Leave

40. An employee shall be entitled to 10 days' medical leave during a calendar year only after confirmation/regularisation in a post of the University.
41. Employees can apply for medical leave following the procedure as hereunder:
- i. Employees may be granted 10 days leave with full pay consequent upon hospitalisation in a hospital. Such leave days shall be from the date of admission till date of release.
 - ii. However, such leave may be considered by authority for emergency/genuine case of serious illness including accidental injuries subject to production of documents/papers including admission-discharge certificate, doctor's advice etc. in proof of such treatment must be produced to the HR office for sanction of the leave.
 - iii. Fitness certificate certified by doctor of government hospital/PH. The medical certificate issued by a private doctor shall be subject to scrutiny by the medical officer of the University.

- iv. Medical leave can be taken in continuation with earned leave but not with any other leave.

An employee must submit leave application or send intimation through the HRMS portal/email/application to concerned head for availing such leave in case of emergency/admission in hospital.

Summer Vacation Leave

42. Summer Vacation Leave is admissible only to teaching faculty as under:
(a) Teaching Faculty (only academic) - 20 days/year
43. Summer vacation leave shall be availed by the entitled Teaching faculty only after the end of even semester. The exact dates of vacation period will be announced by the Registrar of the University in advance.
44. Faculty members would be required to avail summer vacation leave during the declared vacation. Those who are detained during vacation will get earned leave to the extent in the ratio of 3:1 of the vacation denied. In case of probationer and contractual employee, EL cannot be claimed for the period detained for work.
45. Vacation leave shall be granted by the Registrar of the University in a manner to ensure that in general 50% of the staff shall remain present in the department in a particular day throughout the vacation period.
46. Vacation leave will be permitted only if a faculty has put in a total of 12 months overall physical services.
47. Vacation leave cannot be combined with EL.

Maternity Leave

48. Maternity Leave is admissible only to women employees employed directly under the university. A woman employee shall be entitled to maternity benefits as per the provisions of the Maternity Benefit Act 1961. provided she has actually worked for a period of not less than 80 days in the twelve months, immediately preceding the date of her expected delivery.
49. Maternity benefit is granted up to two surviving children. Entitlement is based on number of surviving children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one surviving child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.
50. The maximum period of entitlement for maternity leave shall be as per the M.B. Act.
51. In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of satisfactory certificate from a registered medical practitioner, shall be entitled to six week leave with pay immediately following the day of miscarriage or medical

termination of pregnancy. This benefit can be availed only once in the entire service span of an employee miscarriage punishable under the Indian Penal Code does not come under this clause.

52. Intimation to the HOD and the Registrar of the University must be made at least one month before availing maternity leave along with the Medical certificate mentioning the expected date of delivery.

53. Maternity leave may be combined with leave of any other kind except casual leave, if it is supported by a medical certificate.

Paternity Leave

54. Paternity leave is entitled to married male employees for a maximum period of 07 days whose employment is permanent with the University and can be availed within 15 days after child birth, provided the limit is up to two surviving children, if the employee doesn't avail the leave within the specified period such leave shall be treated as lapsed.

55. Paternity leave cannot be combined with any other form of leave.

Study Leave

56. Study leave up to maximum limit of 24 months may be granted to permanent faculty member with five years of service in the University who are deputed for higher studies on award of Scholarships /Post- doctoral qualification or for undertaking a research project in a higher education institution abroad on approval of the Board.

i. The amount of the scholarship /fellowship shall not be linked to the recipient's pay /salary paid to him/ her by the university.

ii. The awardees shall be paid salary for the entire duration of fellowship/Scholarship subject to conditions outlined in the C.V. Raman Global University, Odisha Leave Rules, 2022, rule No. 64., provided that he/she does not take up any other remunerative jobs, like teaching in the host country whether regular or part-time appointment.

57. The Registrar, on recommendation of the Vice Chancellor may allow additional one year of study leave (total three years) subject to approval of the Board, where the faculty has been sponsored for Research Project/Post-Doctoral in organisations of repute.

58. The faculty shall execute a notarized SURETY BOND with undertaking to serve the University for a period equivalent to the duration of study leave after completion of PhD.

59. The faculty shall deposit three post-dated cheques/indemnity bond, equivalent to existing Basic Pay + AGP for the period of study leave availed, which shall be returned to him/her after serving for the above stipulated period.

Nota Bene

60. Study Leave can be combined with any other type of leave (Other than CL) for which the faculty members are eligible.

61. Faculty members should apply through the Registrar of the University for such Study Leave.

62. At any time, not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not to be filled up and the work shall be conducted with the existing staff.
63. Faculty members who are deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of higher qualification or training acquired, as a matter of right.
64. Faculty members who are sponsored for higher studies/training shall be eligible to draw their fixed salary that would have accrued to them had they not proceeded on study leave, of which, 50% would be paid monthly and 50% retained to be paid later in three instalments on rejoining duty after Study Leave, subject to the condition that they execute a bond in the form prescribed, undertaking to serve the University for a continuous period equivalent to the duration of study leave, which is to be calculated from the date of their resuming duty after expiry of the study leave. The bond amount would be equivalent to the total amount received by the employee during the study leave with 10% interest. He/she shall submit Bank Guarantee/Security as may be found acceptable to the authority for reimbursement of salary drawn during the period of leave i.e. the amount paid to the employee for the period of leave. Those who do not serve institute to the required bond period will be required to pay back to the University bond amount on pro rata basis for the remaining period of the service bond.
65. Faculty members who are not sponsored and who want to go for higher studies/training on their own may be granted study leave without pay and without financial commitment to the University. The application for such leave should be sent in time and before the commencement of the academic year. The period of study leave shall be treated as “break in service” if he/she rejoin the university.
66. Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed of within three months of its sanction.
67. Temporary/Probationary faculty members shall not be eligible for study leave. In case of demand for any other facilities claimed by the faculty on study leave which has not been spelt out in the clause described above, may be allowed with discretion of the President such as extension of study period, extension of leave period etc with the recommendation of Vice Chancellor.

Compensatory Leave

68. Compensatory leave shall be allowed to non-teaching staff (Both regular and contractual) such as Lab Asst., Office Asst., Accountant, Maintenance staff etc. when duty is performed on instruction of reporting authority on Sundays or University holidays for full duty hours. It cannot be extended to teachers and non-teaching officer grade employees such as Registrar, Deputy Registrar, Assistant Registrar, Finance Officer, Training and Placement Officer, Librarian, Deputy Finance Officer and other similar grade/Level of posts.
69. Working merely for an extra one hour or two on a working day, or working on Sunday/holiday to clear own back log of work or for any other purpose will not entitle an individual to compensatory leave.

70. Employees are required to submit the application for Compensatory leave through the reporting authority for approval by the Registrar.
71. Compensatory leave shall not be credited for more than two days per month. However, in case of Drivers only, it may be extended to four (04) with the approval of the Registrar.
- i. In case of Drivers performing duty on Sunday/Off day/Holiday, leave will be admissible as under:
 - a) Working hours less than four hours - 1/2 day of compensatory leave
 - b) Working hours more than four hours - one-day compensatory leave
 - ii. For this a record of duty performed shall be kept by the reporting authority, who shall mention the duty hours (less than 4 hours or more than 4 hours) before assigning the duty.
72. Compensatory Leave shall be availed within 30 days; against the date the duty was performed on a non-working day.
73. Compensatory Leave shall not be combined with any other form of leave, weekly off and declared holidays.

Official Duty Application

74. Official Duty Application is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work
75. A person deputed by President/Vice President /Vice Chancellor/Registrar or other Officers of the University for doing any official work which is related to university affairs, the Registrar should issue an order before the employee proceeds for such leave with information to the President/Vice President or Vice chancellor as the case may be.
- i. Any officer or an employee proceeding on Official duty away from the headquarter should submit a proposal through the HR office with recommendation of the Head in order to facilitate to circulate an Office Order in advance, before proceeding on tour Office order must be issued.
 - ii. On return the employee has to submit a detailed report citing the activities carried out and submit the bills in the Registrar's office within 10 days of returning from the duty.

Leave on Loss of Pay (LOP)

76. Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.
77. The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 10 days, on genuine grounds.

78. Leave on loss of pay shall be excluded for the continuation of service of the employee. It would be treated as discontinuation of service and will lead to shifting of the due date of the increment.

Leave Rules for Contract Employees/Junior Research Fellows

79. Employees appointed on contract shall ordinarily be eligible for 10 days' casual leave which cannot be carried forward to the subsequent year unless specifically mentioned to the contrary in their Appointment Order, in which case they shall be eligible to the leave as stated in the Appointment Order. On extension of contract these employees will be eligible for the same leaves as of first year.

Miscellaneous

80. When submitting a leave application, employees are required to include their email address and contact information, including mobile number. Before taking a leave of absence, a substitute must be assigned. If a member of the teaching faculty requests a leave of absence, they must arrange for a suitable substitute who teaches in the same section. This substitute will teach his/her own subject in lieu of the departing faculty member, ensuring that the students are adequately engaged and that their academic pursuits are not impeded. However, during the period of end semester examinations only 10%/1(one) member (as the case may be) employees of a department (both teaching and non-teaching) shall be permitted to take leave which may be assured by the HOD.

81. Leave granted in accordance with these rules, other than leave on loss of pay, is treated as if the employees had been on duty during such leave period and it is included for the purpose of determining the period of service of the employee.

82. In case of absence of duty without leave or permission or where an employee fails to discharge his/her duties, the principles of "No work No pay" shall apply and disciplinary action as deemed fit shall be taken including "break in service".

83. Normally, extension of leave is not permitted except in case of emergency. Request for such extension should be made to the Registrar before the expiry of leave originally sanctioned, which may or may not be granted depending upon the exigency of work.

84. Leave other than Medical Leave, if due, will not be granted to a charge sheeted employee or an employee under suspension pending enquiry.

85. The HR office of the University is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.

C.V. RAMAN GLOBAL UNIVERSITY, BHUBANESWAR

Special Casual Leave (SCL) application format under Rule 22. a (iii)

REQUEST FOR FINANCIAL ASSISTANCE AND LEAVE FOR ATTENDING CONFERENCE / SEMINAR / WORKSHOP / SHORT-TERM COURSE ETC & PUBLICATION OF JOURNAL

A. Details of Applicant:

- i. Name:
- ii. Name of the University:
- iii. Designation:
- iv. Department:
- v. Date of Joining:
- vi. Details of the conference / Seminar/ Workshop/ Short-term course etc. attended & publication in journal during this calendar year:

Name of the Conference/Seminar/workshop etc & Journal	Date		Organised by	Venue	Leave availed for the purpose		Details of financial assistance by the University	Details of Grant Received form others
	From	To			From	To		

B. Details of conference/ Seminar/ Workshop/ short-term course proposed to be attended & journal to be published:

- i. Name / Title of the Conference/Seminar/workshop etc. & Journal :
- ii. Date of commencement : From-_____ To_____
- iii. Organised by:
- iv. Sponsored by:
- v. Venue:
- vi. Registration fees:
- vii. Travel charges:
- viii. Any other fees:
- ix. Name of the proposed publisher:
(Journal / Conference proceedings)
- x. Name and details of 1st Author & Co-Authors:

C. PURPOSE AND OBJECTIVES OF THE SEMINAR / CONFERENCE/ WORKSHOP ETC. :

D. EXPECTED BENEFITS TO THE UNIVERSITY:

E. EXPECTED BENEFITS TO THE APPLICANT:

I undertake to give a presentation on such paper in the department on my return and request you to sanction **leave** from To

Date.

Signature of the applicant

Recommendation with observations.

Signature of HOD

Date.

Recommendation with observations.

Signature of Dean Research

Date.

Recommendation with observations.

Signature of Vice-Chancellor

Date.

Encl:

1. Copy of abstract of paper to be presented/ published in journal.
2. Copy of document in support of registration & other fees.
3. Conference brochure.
4. Paper acceptance copy from the publisher/ organizer.
5. Any other paper in support of conference/ journal.

5.2 Employee Exit Policy:

1) RESIGNATION:

- a) Resignation is defined as a permanent separation from employment that is initiated by the employee.
- b) An employee should not leave or discontinue her/his service with university without giving a prior notice **in writing** of her/his intention to leave or discontinue the service as per service agreement / contract of employment / principle of engagement.
- c) Any employee leaving University should submit the resignation in writing by hand / through e-mail to the HOD, then HOD shall forward in hard copy of the resignation with his recommendation to the Vice-Chancellor (for teaching staffs) or Registrar (for non-teaching staff) for his/her approval and scanned or/and hard copy to the Registrar **by email/letter** - registrar@cgu-odisha.ac.in with a copy to hrdept@cgu-odisha.ac.in.
- d) The Registrar shall forward the resignation to the President of the University with the recommendation of the Vice Chancellor for his approval.
- e) For teaching staff, the Vice Chancellor or his nominee along with the head of the concerned faculty/ department should interact with the resignee within five days from the date of letter of resignation to understand the reason. For non-teaching staff, the Registrar and head of the concern will interact with the resignee as mentioned above. Post this discussion, with mutual consent if,
 - i. The resignee chooses to stay back, s/he shall withdraw her/his resignation in writing (via email / letter) within three days of meeting with the Vice Chancellor / Registrar.
 - ii. The resignee chooses to continue with the decision to resign, acknowledgement of the resignation letter in the form of Resignation Acceptance letter (**Appendix - C**) will be issued to the employee.
- f) **Notice Period:**
 - i. Applicable notice period shall begin on the date when the concerned employee has given the resignation in writing to the Registrar by e-Mail.
 - ii. **All employees are required to serve full notice period or pay in lieu from either side, the salary for the notice period not served as per Service Agreement or contract of employment or principle of engagement.**
 - iii. Under such circumstances, the amount payable for un-served notice period can be adjusted against the amount payable for the balance salary.
 - iv. However, University at its discretion can relieve the employee from the services earlier than the above defined notice period under such circumstances the remaining notice period shall be waived off and relieved with advance pay for one month.
- g) **Last Working Day:**
 - i. The last working date will be mutually decided between the Reporting authority, Registrar and the Employee and it will be approved by the Vice-Chancellor (for teaching staff) / Registrar (for non-teaching staff).
 - ii. If the last day of the notice period falls on a holiday or weekly-off, the employee shall be relieved on the working day prior to the holiday/ weekly off.
 - iii. To Whom It may Concern Certificate for Fixed Term Employee and Casual Employee (**Appendix - E**) / Relieving-cum-Service Certificate for Regular Employee (**Appendix - D**) will be issued within 30 days after her/his exit, if the Employee fulfil the required procedure.

- iv. *The Relieving-cum-Service Certificate will not be issued to Terminated Employees without recorded and justified reason and with prior approval of the President.*

Note: The University will not issue any other certificate to the discontinued employee without following due procedure.

h) Leaves during Notice Period:

- i. The employee is not allowed to take any leave during the Notice Period.
In exceptional cases (medical or other exigency), the employee may be allowed to avail CL, with prior approval from the Registrar.

2) RETIREMENT:

a) Retirement Age:

- i. Teachers shall retire from University on completion of 65 years. However, they may be reappointed on contract basis till they attain the age of 70 years.
- ii. Non- Teaching members, shall retire from University on completion of 60 years of age. However, an extension on contract basis up to 2 years may be provided at the discretion of the University. In case of statutory concerns, the age of retirement shall be as per the CGU Act and Statutes.

b. Date of Retirement:

The date of retirement shall be on which the employee attains the age of

- 65 years in the case of teaching staff
- 60 years in the case of non-teaching staff members.
- He shall be released on the end of the month on which he has attained the age of superannuation.

3) END OF CONTRACT:

- a. A contract if not extended will end on the date mentioned in the contract.
- b. The process for Performance Appraisal and Contract Renewal shall begin 45 days before the end of contract.
- c. The reporting officer of the employee shall provide performance feedback and recommendation to renew or end the contract before 30 days of the end of contract.
- d. The Registrar shall recommend to the competent authority for extension / termination of contract based on the recommendation of the reporting officer.
- e. The Registrar will issue a Contract Renewal (**Appendix - F**) / Relieving-cum-Service Certificate for Fixed Term and Casual Employee (**Appendix - E**) to the fixed term employee based on the approval of the competent authority.

4) TERMINATION OF SERVICES:

- a. Subject to the provisions of rules and regulations, the competent authority may terminate the services of any employee, if it is felt that her / his continuance in the service is not in the interest of the University.
- b. The power to terminate the services of any employee shall be exercised only by the Registrar with the concurrence of the President.

- c. The option to dismiss the services of an Employee shall generally be exercised under the following circumstances:
 - i. *Violation of Code of Conduct / Policy on Prevention Sexual Harassment /Other policies*
 - In case of Violation of Code of Conduct or Policy on Prevention of Sexual Harassment, an enquiry shall be initiated by University as per the provisions of CGU Conduct, Discipline and Appeal Rules. University will provide reasonable opportunity to the concerned employee to present her/ his case in respect of the allegations set out against her/him.
 - In case of proven misconduct, the University shall have the right to terminate the services of the employee without prior notice.
 - Any notice of resignation given by such an employee (*alleged accused*) shall not take effect unless it is accepted by the President and till then, the employee will not be officially relieved from the services of the University.
 - ii. **Unsatisfactory Performance:** Termination of service for reasons of performance, which is consistently unsatisfactory or below expectations, may be resorted to by the University as per CGU Code of Conduct Discipline and Appeal Rule.
- d. Prolonged illness or incapable of performing job as per requirement for time to time.

5) UNFORESEEN EVENT:

In the unfortunate event of death while in service, Establishment Section shall render the following assistance:

- a) The Vice-Chancellor in consultation with the Registrar and approval from the President will provide the necessary support to the employee's family in terms of any help that may be needed by the family to deal with the emergency.
- b) Process expeditiously the Provident Fund / Insurance-claim Settlements and other statutory benefits granted to the deceased employee as accrued during her/his employment with University.

6) HANDOVER & CLEARANCE OF DUES:

- a) It is expected that the separating employee shall complete his/ her work and commitments before the relieving date.
- b) The employee must settle all amounts due to University prior to her/his separation, including Loans, Advances, etc.
- c) The Employee should also, prior to final settlement, hand over any returnable or the tools taken and other items of the University to the reporting officer, but not limited to:
 - i. Laptops, Desktops, Printer, Data Cards, Mobile, SIM etc.
 - ii. Stationery, Cabinet Keys, IDn cards and Books issued from Library, etc.
 - iii. Various files / documents etc.(to the Reporting Officer)
- c) The Employee must complete the Exit Clearance Form (**Appendix - B**) and submit it to the Registrar.

7) FULL & FINAL SETTLEMENT:

- a) Last month's salary of the outgoing Employee will be credited to the bank account **only** along with the Full and Final Settlement of all dues within 45 days after her/his exit.
- b) Upon separation an employee is entitled to the following salary & benefits. The salary & benefits will be calculated on pro rata basis up to the date of separation:

- i. Monthly remuneration till the last working day;
- ii. Unclaimed salary reimbursements;
- iii. Unclaimed expenses, if applicable;
- iv. Encashment of Earned Leaves, if applicable;
- c) The net amount of dues will be paid to the employee after adjusting deductions and recoveries as applicable.
- d) In addition to this, the University will provide assistance for settlement or transfer of Provident Fund.

8) EXIT INTERVIEW:

- a) The outgoing employee must fill the Exit Interview Form (**Appendix - A**) and handover the same to the Registrar or his/her nominee.
- b) It is the responsibility of the HR Section to initiate and complete the exit interview process for the Employee.
- c) Each Employee separating from University will go through an exit interview by the Registrar or his/her nominee and Reporting Officer.
- d) The Vice chancellor would use the inputs to understand the employee's experience at University and reasons for her/his resignation, and to develop action plans for improvement.

9) CONTACT INFORMATION FOR FUTURE CORRESPONDENCE:

- a) Separating employees are required to provide their contact details and addresses for future correspondence, if need arises.
- b) The HR section is responsible to maintain records of Separated employees.

- 10)** Every employee has to follow the exit procedure after tendering resignation or otherwise he/she has to complete the formalities within are from the effective date or resignation, otherwise experience certificate or relieve letter as he shall not be issued after stipulated period.

In case of any discrepancy or interpretation of rule / contract or employment, the decision of the President shall be final.

EXIT INTERVIEW FORM

Appendix-A

Employee Name:	SID:	Designation:
School/ Section/Dept:		Location:
Reporting Officer:	Date of Joining:	Separation Date:

Please select and rank (1 to 3) top three reasons that prompted you to leave employment with CGU:

Particulars	Select any Three
Lack of growth & development opportunities	
Medical grounds	
Unattractive remuneration	
To pursue higher studies	
Absence of a challenging responsibility	
Family related problems	
Excess work pressure	
Inadequate recognition of your efforts	
Lack of suitable location	
Absence of a congenial work environment	
Lack of pleasant work relationship with immediate superior	
Any other reason, not listed above (please specify)	
Additional Remarks:	

1) Is there anything the University could have done to retain you?

2) What did you like most about your job?

3) What did you like least about your job?

4) Are you open to the ideas for re-joining CGU at a future date?

Yes () No () Not Sure ()

5) What suggestions do you have to make this organization a better place to work?

INTERVIEWER'S COMMENTS:

Particulars	Name	Signature	Date
Exiting Employee			
Reporting Officer			
Registrar or His / Her Nominee			

EXIT CLEARANCE FORM

Employee Name:	SID:	Designation:
School/ Section:		Location:
Date of Joining:	Date of Resignation:	Last Working Day:
Permanent Address:		

City: _____ State: _____ Pin Code: _____		
Personal Email ID:		Mobile Number:

This is to inform all concerned that above said employee has resigned from the services of the University. The University has accepted the resignation and he/she will be relieved from duty on _____ (Relieving Date). Hence, please do not issue him/her anything after acknowledging this final clearance. Please write your remarks and sign under the relevant section so that we can process his/her full and final settlement.

DATE:

REGISTRAR

Sr. No.	Particulars (Return of CGU Property data and documents)	Status (Cleared/ Not cleared)	Signature & Date
REPORTING OFFICER (at the level of Head of Dept/ Functional Head)			
1.	Files and Official Documents (Hard Copies)		
2.	Files and Official Documents (Soft Copies)		
3.	Pending Work		
4.	Any external commitments		
5.	Official mails to be forwarded		

Sr. No.	Particulars (Return of CGU Property data and documents)	Status (Cleared/ Not cleared)	Signature & Date
ACCOUNT SECTION			
1.	Imprest Amount		
2.	Advance		
3.	Notice Pay		
4.	Loan		
5.	Any other dues		
LIBRARY SECTION			
1.	Library Books		
2.	Any Dues		
INFORMATION TECHNOLOGY SECTION			
1.	Laptops		
2.	Data Cards, Printer and other accessories		
3.	Pendrive		
4.	Manuals		
5.	Back-up of Data		
HR SECTION			
1.	CGU ID Card		
2.	Keys of Table/ Cupboard (if any)		
3.	Any other files or document		
CAFETERIA / CANTEEN			
1.	Any cafeteria dues		

DECLARATION:

I, _____, hereby confirm the above and certify that I am not carrying any information/ asset of the University nor will share any confidential and proprietary information of any nature in part or full with any external party, directly or indirectly associated with the University. I also confirm that I have collected all my personal belongings.

Dated: _

Signature: _____

RESIGNATION ACCEPTANCE LETTER

Date: _____

(Name of the employee) (Designation)
(Employee ID)

Subject: Acceptance of Resignation

Dear **(name)**,

This is with reference to your resignation letter dated **(Date)**, the University has accepted your resignation.

You will be relieved from the services of the University on **(Date)**, after closing hours as communicated to you. Your relieving will be subject to submission of clearance form, return of all University property and information in your possession and completion of handing over formalities. A copy of the *Exit Clearance Form* is enclosed for your perusal.

If you are residing in the official accommodation, kindly settle and hand over accommodation to HR Section as per CGU House Allotment Rules on or before your last date of working as mentioned above.

We wish you all the best in your future endeavors.

Regards,

For C.V. Raman Global University

Authorized Signatory

Ref.No. CGU/_/_/_____/_____

Date: _

RELIEVING CUM SERVICE CERTIFICATE

Dear _____

With reference to your letter of resignation dated (Date), the University has accepted your Resignation and accordingly you are being relieved from the Services of the University. He/ she has performed his/ her duties and responsibilities sincerely.

Your service record is as follows:

Employee ID :

Name :

Designation :

Date of Joining :

Date of Leaving :

Reasons for Discontinuation: Retired / Resigned with/ without notice / Terminated.

Wish you all the best and success for your future endeavors.

Yours sincerely

Registrar
C.V. Raman Global University,
Odisha, Bhubaneswar

Ref.No. CGU/...../___/_____/_____

Date: __

TO WHOM IT MAY CONCERN

Dear _____

This is to certify that the following employee has worked on Contractual Basis and has performed his/ her duties sincerely. His/ her service record is as under:

Employee ID :

Name :

Designation :

Date of Joining :

Date of Leaving :

Reasons for Discontinuation: Contract Expired / Resigned with/ without notice / Terminated

We wish you all the best and success for your future endeavors

Yours sincerely

Registrar
C.V. Raman Global University,
Odisha, Bhubaneswar

CONTRACT RENEWAL LETTER

Date: _____

(Name of the Employee) (Designation)
(SID No:)

Subject: Renewal of Contract of Employment

Dear **(name)**

This is with reference to your Application for Renewal of Contract dated **(Date)**. This is to inform you that the University is pleased to renew your contract upto 30th June **(Year)**. Your Contract has been renewed with the same terms and conditions of the Service Agreement executed by you with University on **(Date)**.

Your honorarium/retrainership fee / remuneration has also been revised and enclosed in the **Annexure**.

On behalf of CGU, we thank you once again for your contribution to the University and look forward to your continued commitment in achieving and surpassing our goals.

Kindly sign the duplicate copy of this letter as a token of your acceptance. With Best

Wishes,

Yours Sincerely,

For C.V. Raman Global University

Registrar

HOUSE ALLOTMENT CLEARANCE FORM

Name : _____ SID No: _____ Designation: _____

Type of Accommodation: _____ Date of Vacating: _____

Details:

Amount Receivable	Amount
Painting, Cleaning and Maintenance Charges:	
Damage to University Property, if any	
License Fee upto	
Amenities and Utility Charges upto	
Amount Payable	Amount
Refundable Caution Deposit (If any)	
Net Amount Receivable	

Declaration by the Employee:

I hereby declare that I am agreeable to receive from C.V. Raman Global University, Odisha an amount of _____ as settlement towards Accommodation allotted to me by the University. I have no further claims of receiving any further amount in this regard. The University may however, recover any amount, if due, at a later date.

Signature of the Employee

Certification by University Representative

Certified that the Accommodation is handed over with keys, furniture and fittings in good condition

Authorized Signatory

section
Recommended
Head – Maintenance

Engineering

CHAPTER -6

CONDUCT, DISCIPLINARY & APPEAL RULE FOR ALL EMPLOYEES

1.0 SHORT TITLE AND COMMENCEMENT

- (i) These rules may be called CGU Conduct, Discipline and Appeal Rules,2023.
- (ii) It shall come into force w.e.f. 01.10.2023.

2.0 APPLICATION

These rules shall apply to all employees of C.V. Raman Global University, Odisha, Bhubaneswar.

3.0 DEFINITION :

In these rules, unless the context otherwise requires:-

- (a) “Employee” means a person in the employment of the University in teaching, non-teaching and other staff of the University but doesn’t include casual employee, contractual or employee appointed on ad-hoc basis.
- (b) “University” means the C.V. Raman Global University, (CGU), Odisha.
- (c) “Rule” means any provision prescribed under C.V. Raman Conduct, Discipline and Appeal Rules-2022 and amendment thereof under the Rule.
- (d) “Board” means the board of Governor of the University constituted under Sec.22 of CGU Act, 2020.
- (e) “Discipline Authority” means the authority specified in the schedule appended to these Rules and competent to impose specified penalties enumerated in Rule.
- (f) “Appellate Authority” means the authority specified in the Schedule-1, appended to these Rules.
- (g) “Reviewing Authority” means the authority specified in the schedule-2, appended to these Rules.
- (h) “President” means the President of the University as explained in Sec. 14 of CGU Act, 2020.
- (i) “Registrar” means the Registrar of the University appointed under Sec. 18 of CGU Act, 2020.
- (j) “Vice Chancellor” means the Vice Chancellor of the University appointed under Sec. 16 of CGU Act. 2020.
- (k) “Schedule” means the Schedule appended to these rules and includes any amendments made by the Board/President from time to time.
- (l) “Sexual Harassment” will include such unwelcome sexually determined behaviour whether directly or otherwise as:
 - (a) Physical contact and advances;
 - (b) Demand or request for sexual favours;
 - (c) Sexual coloured remarks;
 - (d) Showing any pornography; or
 - (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

4.0 GENERAL (Applicable to all employees, including casual, contractual and ad-hoc employees)

- i. Every employee of the University shall at all times:
 - a) Maintain absolute integrity;

- b) Maintain devotion to duty; and
- c) Conduct himself/herself at all times in a manner which will enhance the reputation of the University.
- ii. Every employee of the University holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.
- iii. No employee shall disclose any information internal to the University to any other person or institute not connected to the University.
- iv. No employee, except with the prior approval of the President engages directly or indirectly in any trade or business.
- v. No employee shall remain absent from his/her duties without having obtained the permission of the leave sanctioning authority, nor shall he/she absent himself/ herself in case of sickness or accident without submitting medical certificate satisfactory to such authority.
- vi. (a) No employee of the University shall except with the previous sanction of the competent authority/ President, give evidence in connection with any enquiry conducted by any person, committee or authority.
 (b) Where any sanction has been accorded above, no employee giving such evidence shall criticize the policy or any action of the authority or of the University.
 Nothing in this rule shall apply to:
 - (i) evidence at an enquiry before an authority appointed by the Govt. Parliament, State Legislature or the University;
 - (ii) evidence given in any judicial enquiry;
 - (iii) evidence given in the departmental enquiry;
- vii. No employee of the University shall engage himself or participate in any demonstration, gherao, illegal strike or any other activity which involves incitement to stoppage of or hindrance to work or any other offence.
- viii. No employee shall take part in any radio broadcast and /or telecast in electronics and print media or in any documents published under his name or in any communication to the press or in any public utterance, make any statement
 - (a) which has the effect of adverse criticism of any policy or action of the University; or
 - (b) which is capable of embarrassing the relationship between the University and the public or between the University and Government.
- ix. An employee of the University shall :
 - (a) not be under the influence of the intoxicating drink or drug during the course of his duty;
 - (b) refrain from consuming any intoxicating drink or drug in the campus of the University.

5.0 MISCONDUCT

- 5.1. Without prejudice to the general meaning of the terms misconducts, the following acts and/or omissions which are illustrative and not exhaustive, shall be treated as serious misconduct and will entail disciplinary action.
- (i) Theft, fraud, breach of trust or dishonesty by misappropriation of money in connection with or damage to the University business or property of another employee within the premises of the University.
 - (ii) Taking or giving bribes or any illegal gratification.

- (iii) Furnishing false information regarding ones name, age, father's name/husband's name, qualifications, date of birth ability, previous service, salary particular, address etc. at the time of employment or during the course of employment.
- (iv) Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- (v) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (vi) Habitual late or irregular attendance or willful absence from duty.
- (vii) Neglect of work or negligence in the performance of duty including slowing down of work.
- (viii) Damage to any property of the University
- (ix) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University or outside such premises where such behaviour is related to or connected with the employment.
- (x) Smoking and chewing tobacco within the premises of the establishment where it is prohibited.
- (xi) Collection without the permission of the Competent Authority of any money within the premises of the university except as sanctioned by any law of the land for the time being in force or rules of the University.
- (xii) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (xiii) Purchasing properties, machinery, stores, etc. from or selling properties machinery, stores, etc, to the University without express permission in writing from the competent authority.
- (xiv) Commission of any act subversive of discipline or of good behaviour.
- (xv) Abetment of or attempt to abetment of any act which amounts to misconduct.
- (xvi) Indulging any act of sexual harassment to any woman at work place.
- (xvii) Unauthorized use of any of the employer's facility/ equipments or any other thing for personal use.
- (xviii) Leaking any information relating to official matters to outsiders, as they are confidential.
- (xix) Assaulting, abusing, threatening or intimidating any employee of the Employer either within the premises or at any other place.
- (xx) Refusal to accept a charge sheet, an order or any other communication from the Management either in person by post, or through courier.
- (xxi) Interfering in work of other employees and/or the management.
- (xxii) Doing private or personal work within the work premises.
- (xxiii) Any act which is prejudicial or detrimental to the university or management of the University.
- (xxiv) Making statements (in any manner whatsoever) to the press or other media without prior permission of the President.
- (xxv) Any other act which constitutes an offence under any other law/ act in force.
- (xxvi) Willful non cooperation with fellow employees for proper discharge the duty of any time.
- (xxvii) Bringing disrepute to the University by talking in public forum.
- (xxviii) Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee without affecting his service conditions.

(xxix) Acted in a manner in the official capacity which resulted in pecuniary loss to the University.

(xxx) Any other conduct which is unbecoming on the part of an employee.

6.0 PENALTIES

The following penalties may be imposed on an employee, as herein under provided, for misconduct committed by him/her or for any other good and sufficient reason. The Disciplinary Authority as specified in the schedule may impose any of the following penalties:

6.1 MINOR PENALTIES

(a) Censure;

(b) Suspended from duty without wages for one month;

(c) Withholding of one or more increments either permanently or for a specified period;

(a) Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

6.2 MAJOR PENALTIES

(a) Reduction to lower time scale of pay, grade or post which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade or post from which he/ she was reduced with or without further directions regarding condition of restoration to the grade or post and his sincerity and pay on such restoration to that grade or post.

(b) Removal from the service which shall be a disqualification for future employment in the University;

6.3 IMPOSITION OF MINOR PENALTIES

No order imposing a minor penalty shall be passed except after the employee is informed in writing of the proposal to take action against him/her and of the allegation on which it is proposed to be taken and given an opportunity to make any representation he/she may wish to make and such representation, if any is taken into consideration by the disciplinary authority.

6.4 IMPOSITION OF MAJOR PENALTIES

No order imposing any of the major penalties on an employee shall be made by the Disciplinary Authority except after an enquiry is held in accordance with this rule.

(a) There must be one or more allegations in writing

(b) There must be a preliminary inquiry into the facts alleged to be conducted by an officer of the University not below the rank of the concerned teacher (in case of teaching staff), to determine prima facie whether there are sufficient grounds for proceeding further or drop the allegations as unfounded.

(c) If the allegations are not dropped, the disciplinary authority shall call for an explanation from the concerned employee as to why a disciplinary proceeding shall not be initiated against him/her on the allegations. The concerned employee shall be informed of the allegations and the fact that on preliminary inquiry the same prima facie appears to be true.

(d) On receipt of the explanation of the concerned employee, the disciplinary authority shall consider the same and decide whether it is satisfactory and the matter should be dropped, or

it is not satisfactory and disciplinary proceeding needs to be initiated. If, however, the concerned employee admits the allegations, the disciplinary authority shall propose a penalty without any inquiry, If the concerned employee controverts the allegations and it is decided to initiate a disciplinary proceeding, the disciplinary authority shall frame specific charges in writing and communicate the same to the concerned employee in writing, simultaneously calling upon him to submit a written statements in his defence. Copy of all relevant and permissible documents shall be supplied to concerned employee on his requisition before he submits his written statement of defence.

- (e) On receipt of the written statement of defence or if no such statement is received within the time specified, the disciplinary authority may appoint a board of enquiry or an Enquiry Officer for the purpose. The Disciplinary Authority may nominate a Marshalling Officer/Presenting Officer to present the case in support of the charges before the Enquiry Officer. The Enquiry Officer may be a serving or retired officer of the University /Govt. or an outsider. The Disciplinary Authority shall intimate such appointments to the concerned employee and shall simultaneously ask him and Marshalling Officer/Presenting Officer to appear before the enquiry officer on a particular day at a specified time and place to take further orders from him. The Enquiry Officer shall also be intimated of such facts. The delinquent employee may be allowed to take the assistance of a co- employee working in the University if he/she desires in writing.
- (f) On the date fixed for the inquiry the oral and documentary evidence by which the articles of charge/charge sheet are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined but not on a new matter, without the leave of the Enquiry Officer. Enquiry Officer may also put such questions to the witnesses, as he thinks fit.
- (g) Before the close of the prosecution case, the Enquiry Officer may, in its discretion, allow the Presenting Officer to produce evidence not included in the articles of charge or may itself call for new evidence or recall or re- examine any witness, In such case the employee shall be given an opportunity to inspect the documentary evidence before it is taken on record; or to cross-examine a witness, who has been so summoned.
- (h) When the case for the disciplinary authority is closed, the employee may be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.
- (i) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Enquiry Officer according to the provision applicable to the witnesses for the Disciplinary Authority.
- (j) The Enquiry Officer, may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

- (k) After the completion of the production of the evidence, the employee and the Presenting Officer may file written briefs of their respective cases within 15 days of the date of completion of the production of evidence.
- (l) If the employee does not submit the written statement of defence referred to in sub-rule (e) of Rule 6.4 on or before the date specified for the purpose or does not appear in person, or through the Assisting Officer or otherwise fails or refuses to comply with any of the provisions of these rules, the Enquiry Officer may hold the inquiry ex-parte.
- (m) Whenever any Enquiry Officer, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another Enquiry Officer which has, and which exercises, such jurisdiction, the Enquiry Officer so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor, and partly recorded by itself.

Provided that if the succeeding Enquiry Officer is of the opinion that further examination of any of the witness whose evidence has already been recorded is necessary in the interest of justice, he may recall, examine, cross-examine and re-examine any such witnesses as here in before provided.

- (n) After the conclusion of the inquiry, report shall be prepared and give his findings with regard to the charge and it shall contain;
 - (i) a gist of the articles of charge/charge sheet and the statement of the imputation of misconduct or misbehavior;
 - (ii) a gist of the defence of the employee in respect of each article of charge;
 - (iii) an assessment of the evidence in respect of the each article of charge;
 - (iv) the finding on each article of charge and the reasons thereof.
- (o) The Enquiry Officer shall forward to the disciplinary authority the record of the inquiry which shall include:
 - (a) the reports of the inquiry prepared by him;
 - (b) the written statement of defence;
 - (c) the oral and documentary evidence produced in the course of the inquiry;
 - (d) written briefs; and
 - (e) the orders, if any made by the Disciplinary Authority and the Enquiry Officer in regard to the inquiry.

7.0 ACTION ON THE INQUIRY REPORT

- (a) The Disciplinary Authority shall furnish a copy of inquiry report to the employee concerned on demand, for making representation. The employee concerned shall make his representation, if any within 7 days of the receipt of the copy of report and the representation, if made, shall be considered by the disciplinary authority. In case the employee fails to make representation within the stipule period of 7 days, it would be presumed that the employee concerned has nothing to represent and disciplinary authority shall thereafter be free act to on the said report.
- (b) The disciplinary authority shall, if he is not the inquiring authority, consider the report and the record of inquiry and record its finding on each charge.
- (c) On receiving and considering such representation or if no such representation is received within the stipulated time, the disciplinary authority shall impose appropriate penalty by

order in the disciplinary proceeding and shall communicate in writing thereof to the concerned employee.

(Note- The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any articles of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.)

8.0 RIGHT OF APPEAL

- (a) An employee may appeal against an order imposing upon him/her any of the penalties specified in Rule 6.1 and 6.2. The appeals shall lie to the authority specified in the Schedule.
- (b) An appeal shall be preferred within one month from the date of communication of order appealed against. The appeal shall be addressed to the appellate authority specified in the Schedule and submitted to the authority whose order is appealed against. The authority whose order is appealed against shall forward the appeal together with its comments and the records of the case to the appellate authority within 15 days. The appellate authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders within three months of the date of appeal. The appellate authority may pass orders confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty. No appellate order shall be rendered illegal or void on the sole ground of delay in disposal of the appeal provided the order contains good and sufficient reasons for such delay when may or may not include reasons attributable to the Appellant exclusively.

Provided that, if the enhanced penalty shall not be imposed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty.

Provided further that if the proposed enhanced penalty requires an enquiry and such enquiry has not already been held in the case, the appellate authority shall itself hold such enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making any representation which he/she may wish to make against such penalty, pass such order as it deems fit.

In case of rejection of Appeal by the Appellate Authority or in whose cases the Appellate Authority has enhanced the penalty either on appeal or review may write to the Board of Governors in respect of that matter.

9.0 REVIEW

Notwithstanding anything contained in these rules, the reviewing authority as specified in the Schedule may call for the record suo moto of the case within six months of the date of the final order and after reviewing the case pass such orders thereon as it may deem fit. If the reviewing authority decides to enhance the punishment but an enquiry has already been held in accordance with the provisions of Rule, the reviewing authority shall give show-cause notice to the employee as to why the enhanced penalty should not be imposed upon him. The reviewing authority shall pass final order after taking into account the representations if any, submitted by the employee.

10.0 SERVICE OF ORDERS, NOTICES, ETC.

Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post at his last known address.

11.0 POWER TO RELAX TIME-LIMIT AND TO CONDONE DELAY

Save as otherwise expressly provided in these rules, the authority competent under these rule to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

12.0 GENDER

Where the context so requires, the use of the masculine gender shall include the feminine gender.

13.0 REMOVAL OF DOUBTS

Where doubt arises as to interpretation of any of these rules, the matter shall be referred to the Board for final decision

14.0 AMENDMENTS

The Board may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

If any court/Tribunal of competent Jurisdiction holds any of the provisions of this Rule unlawful or otherwise ineffective, the remainder of this Rule will remain in force and the unlawful or otherwise ineffective provisions will be substituted by new provision(s).

SCHEDULE-1

DELEGATION OF DISCIPLINARY POWERS UNDER THE CGU CONDUCT DISCIPLINE AND APPEAL RULES-2023 TO BE EXERCISED BY THE OFFICERS IN RESPECT OF TEACHING STAFF

Authority empowered to issue charge sheet/suspend/constitute Enquiry Committee	Authority empowered to impose punishment (Both minor and major)	Appellate Authority		Reviewing Authority	
		For Minor Punishment	For Major Punishment	For Minor Punishment	For Major Punishment
Registrar	Vice-Chancellor	President	President	Board of Governors	Board of Governors

SCHEDULE-2

DELEGATION OF DISCIPLINARY POWERS UNDER THE CGU CONDUCT DISCIPLINE AND APPEAL RULES-2023 TO BE EXERCISED BY THE OFFICERS IN RESPECT OF NON-TEACHING STAFF & ALLIED CATEGORY STAFF

Authority empowered to issue charge sheet/suspend/constitute Enquiry Committee	Authority empowered to impose punishment (Both minor and major)	Appellate Authority		Reviewing Authority	
		For Minor Punishment	For Major Punishment	For Minor Punishment	For Major Punishment
Asst. Registrar/ Deputy Registrar	Registrar	Vice-Chancellor	Vice-Chancellor	President	President

CHAPTER -7 EMPLOYEE BENEFITS

7. EMPLOYEE BENEFITS

7.1 Salary:

Salary is paid monthly basis as per CGU norms. The components of gross salary will be as per University Pay Structure in adherence to UGC/AICTE guidelines and annual increment shall be sanctioned to the employees as per CGU norms.

7.2 Wages/Salary:

(a) Wage / Salary payable on or before the 7th day of succeeding month.

(b) The salary processing cutoff date for every month would be 30th /31st

(c) Wages / Salary shall pay to the Bank account of the employee. However, this does not apply in case of casual employees.

(d) No salary / wage salary paid for any period of unauthorized absence or for any period which the employees did not perform the work asked to be done by the HOD (Absenteeism without obtaining the prior approval or without any intimation to the concerned authorities under unforce circumstances.

7.3 Disbursement of Salary:

Salary shall be disbursing directly to the employee of the SB account in the designated Bank. Income Tax if any will be deducted from the salary and remitted to the Govt.

7.4 Employee Provident Fund:

The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + VA/DA put together) with a maximum pay limit of Rs. 15,000/- p.m. [Authority: Parliament Act. Provident fund Act.]

7.5 Employee State Insurance:

All employees on permanent roles of the University who are earning Rs.21,000/- and below per month will be enroll under ESI Scheme and their contribution as fixed by the Govt. will be deducted from their pay. The University will make of contribution applicable as per ESI Act.

7.6 Gratuity:

All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years' continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity at the rate of ½ month's salary (Pay + DA) for every one-year service for the total completed years of service. The calculation will be made

[Basic Pay + VA/DA]

Viz ----- X [Completed years of service]

2

7.7 Salary Advance:

An advance payment equal to one month's salary may be given to an employee upon request and with valid justification, subject to the competent authority's permission and the employee's

submission of information in the required format. Until the whole advance amount is recouped, the advance payment will be subtracted in equal monthly installments.

7.8 Educational Allowance:

Administrative and Technical staff whose students are studying at CGU are provided with a concession subject to norms.

7.9 Annual Increment:

Annual increment is provided to all the staff as per the norms.

7.10 Transport Facility:

CGU operate buses for the benefit of the employees on all working days charging nominal costs depending upon the distances. This facility is extended to all the teaching and non-teaching staff of the University.

7.11 Canteen Facility:

CGU has separate staff canteen facilities which provides meals at a subsidized cost maintaining proper food hygiene and quality.

7.12 Other Facilities:

CGU provides Bank with ATM facilities, Dispensary, food courts, stationary shops and a wide sprawling green campus with various theme parks.