



**JIGYASA UNIVERSITY**

## **HR Manual (Rules & Regulations)**

# **Jigyasa University**

P.O.- Selaqui, Chakrata Road,  
Dehradun, Pin - 248001  
Uttarakhand, 248001, India

**Version 1.0**

**RULES &**  
**REGULATIONS**  
**(HR)**

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**PART- I**

**RULES**

**&**

**REGULATION**

## **1. General Information**

### **1.1 About Jigyasa University:**

The University was founded by the TALEEM Research Foundation, Ahmedabad, passed by the Uttaranchal Legislative Assembly under Act No. 17, 2003, and recognized by the University Grants Commission (UGC) under Section 2(f). It was renamed as Jigyasa University under the Uttarakhand Private University (Amendment) Act, 2024 (Act No. 5 of 2024). Jigyasa University (Formerly Hingiri Zee University) is prominent for addressing the increasing demand for skilled professionals across various social, educational, scientific, technical, and professional sectors, with a focus on channeling human potential toward sustainable economic and social development.

Inspired by the motto “तमसो मा ज्योतिर्गमय” (Lead me from darkness to light), Dr. Subhash Chandra took a visionary step to enhance education and employment opportunities by founding the TALEEM Research Foundation in Ahmedabad. He brought together a team of anthropologists, sociologists, and economists with the goal of establishing a world-class university in India. Jigyasa University has been established to promote the vocationalization of higher education with a national character and transnational jurisdiction. The University is committed to ensuring that its policies and practices do not discriminate on the basis of caste, creed, residence, community, gender, or religion. It offers diverse programmes in science, technology, education, journalism, hospitality, tourism management, legal studies, pharmaceutical sciences, business studies, and humanities.

At Jigyasa University, our vision is to provide an environment that ignites, nurtures, and unleashes the potential and talent of all students. To achieve this vision, we are dedicated to delivering quality education and fostering research opportunities. Simultaneously, we emphasize outreach activities to address societal needs without discrimination, striving to nurture responsible citizens. Recognizing the evolving demands of society, we have adopted a student-centric pedagogy that cultivates awareness, core competencies, and holistic personality development. We warmly invite you to be part of a transformative learning experience at Jigyasa University. Here, we implement a globally recognized curriculum aligned with the 21st-century skill development framework outlined by the World Economic Forum. Our approach emphasizes knowledge enhancement, skill development, capacity building, and the cultivation of core competencies, creating a dynamic and engaging teaching and learning environment.

**VISION:**

- To become a world-class university that provides education through both conventional and digital modes.
- To ignite, nurture, and unleash the potential and talent of all students in an inclusive environment.

**Mission:**

- To provide quality education and research opportunities that meet societal needs.
- To engage in outreach activities to engage students in community service and address societal challenges.
- To build responsible citizens by imparting values, soft skills, and a holistic personality.
- To make education accessible to all, particularly those who were previously excluded, through modern technologies.
- To ensure that policies and practices do not discriminate based on caste, creed, gender, religion, or community.

**Quality Policy****The Quality of Jigyasa University is**

Continuous Improvement of Professional Skills and Ethical Values of the Next Generation Human Society by means of Quality Education and Research".

**The Core Values**

The Jigyasa University has been known for its highest standards of education and its continuous efforts of nation building by skill development in the young generation of the nation.

The Jigyasa University believes and maintains the following Core Values in all its academic and management processes.

- Enthusiasm to Innovate
- Quest for Excellence
- Zeal to inspire the next generation of leaders
- Openness and Transparency in communication
- Trust, Dependability and Commitment

**1.2 Address of the University:**

Jigyasa University, P.O. Selaqui, Chakrata Road, Dehradun, Uttarakhand 248001

**1.3 Contact Details Tel:** 18001804181, 9412051906

## **2. Code of Conduct**

### **a) Working Hours**

<b>S. No.</b>	<b>University</b>	<b>Time</b>	<b>Weekly Off</b>
1.	Monday to Friday	9:00 A.M – 5:00 P.M	1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Saturday & All Sundays

The working days and time can be changed as per the direction of the University Administration:

### **b) I-card:**

All Employees should compulsorily come in formal Dress Code on all working days.

ID card should be worn by all employees within the campus and must produce the Card when requested by the authorities at any time.

### **c) Reporting on duty upon arrival:**

Employees are expected to register their attendance in the Attendance Master as well as Biometric system on or before their schedules duty hours.

### **d) Late Reporting:**

Employees are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible however, with intimation to the concerned Head of Department.

Other than that, any late coming in a month will account for salary deduction of half day. Repeated incidences of late arrival are recorded in personal file and attracts negative points in performance evaluation.

### **e) Leaving the campus before time:**

Employees are not allowed to leave the campus before the official working hours. The only exception to this rule is Permission from Concerned authority or On-duty leave. If irregularities are found in this process, will be reported to the disciplinary committee for further necessary action.

### **f) On-Duty leave:**

Employees should fill up the ON-DUTY form and take preapproval from Head of the Department/ Deans signature and submit the same to Human Resources Department for record after approval from Vice Chancellor. The On- Duty form must be accompanied by suitable proof. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

**g) Discrimination against Divyangs:**

Discrimination is prohibited against any applicator employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

**h) Drug and Alcohol-Free Workplace:**

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

\*Abide by the University's norm

\* When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

**i) Equal Employment Opportunity:**

It is policy of the University to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. However, the University follows No Reservation Policy as per the decision taken.

**j) Sexual Harassment:**

Sexual harassment of employees or students at the University is prohibited and offender is dismissed, or other disciplinary action is taken based on the process of Internal Complaints Committee and as per Provision of the Act.

**k) Employment of Relatives:**

No individual shall be employed in a department or unit, which will establish a subordinate superior relationship between individual and any of his/her relative who is employed in the University through any line of authority. "Line of authority"

**l) Attendance:**

All employees must report on time and be in the premises during the working hours.

If an employee goes out for some official work, he/she must submit on duty form with the Head of Dept which must be duly signed by the HOD and submitted to HR before the month end else the employee will be treated as absent for that day. No oral communication will be accepted in this regard. Every employee of this University is required to register the fingerprint in biometric system and must record attendance through this system. This Biometric system is implemented not only for monitoring attendance, but also for security reasons.

**m) Discipline**

All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the University.

Following are examples of actions, which are unacceptable to the University and often result in disciplinary action or termination of employment.

- a. Theft
- b. Falsifying, grafting, or forging of any record, report, or information
- c. Discourteous behaviour
- d. Any other misconduct interfering with performance of job/tasks
- e. Unauthorized absence from assigned work area
- f. Sleeping on duty
- g. Interfering with the work performance of another employee
- h. Favoritism
- i. Wasting materials
- j. Willful damage to equipment or property of the University
- k. Entering an unauthorized work area
- l. Habitual absence or tardiness

#### **n) Security & Vigilance on campus:**

University has equipped with security office. They manage the security on campus.

Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. University has also installed cameras in prominent and important locations as outdoor security monitoring.

#### **o) Private Coaching / Outside Employment:**

No employees should be involved in part time coaching and will not seek employment/deliver part- time lectures anywhere else whether gainful or otherwise without the written sanction of the University. All copyrights, patents, papers published or discoveries/ideas developed by the faculty during employment shall bear a joint ownership between faculty and the university.

#### **p) Internet Facility:**

Employees must use the internet facility only for office and academic purpose.

Employees must not be involved in sending unsolicited mails through University's internet facility. Employee must not download material from internet without proper acknowledgement of original source. Employees must not watch unsolicited videos.

#### **q) Non-smoking, non-alcohol and no-tobacco chewing:**

No tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action will be initiated against the employee members and student found indulged in smoking, drinking and tobacco chewing.

#### **r) Keys deposition:**

University's main office keys are deposited in the security office. Department key are deposited in the dept office keyboard. Department classroom, labs, employees' room keys are deposited in the department office keyboard. This hierarchy is followed by everyone in the University. Also, employees' members are authorized to close and lock the rooms.

**s) Dress Code:**

All the employees must adhere to proper dress code during all working days.

Faculty members must not come in Casual cloths like jeans etc. during any working day. The dressing etiquettes must be maintained by all employees all time.

**t) Vehicle parking:**

All the employees are required to park preferably at the designated parking slots for proper University Administration.

**u) Teaching Load & Other Responsibilities**

Assistant Professor: Must teach min as per the cadre.

Associate Professor: Must teach min as per the cadre.

Professor: Must teach min as per the cadre.

Additional Responsibilities: The Department Head based on the requirement of department can from time to time assign different roles and responsibilities to the Teaching Staff like Division Chair, Program Chair etc. In such cases after discussion with respective School Dean and VC relaxation in workload can be given. Faculty is expected to abide by administrative orders of university as amended from time to time. The work time may include weekends and evenings. No additional remuneration would be provided for the same.

**v) Confidentiality & Usage of University property**

Faculty shall maintain confidentiality of all knowledge/information gained during your employment at Jigyasa University and shall not divulge the same to any unauthorized person by word-of-mouth or otherwise., at any time. The same is expected of student records as well.

Faculty shall respect the privilege of using University property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall be responsible for all losses that may arise from willful neglect of duty or default on your part. Any equipment loaned to faculty for work outside the University such as laptop, will be used for university purposes only.

### 3. Disciplinary Action

It is obligatory for an employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

a) The purpose of these procedures and disciplinary rules is to establish equitable consistent standards throughout the University and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.

b) Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the School/Department.

c) It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

d) The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.

e) If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the School/Department, Registrar, the VC and Senior Manager Human Resources Department. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.

f) As a matter of policy, no substitution of classes is allowed at JU, however, in dire emergencies a maximum of six substitutions is permitted per faculty in a semester, which is inclusive of all courses taught by any one faculty (Theory + Lab).

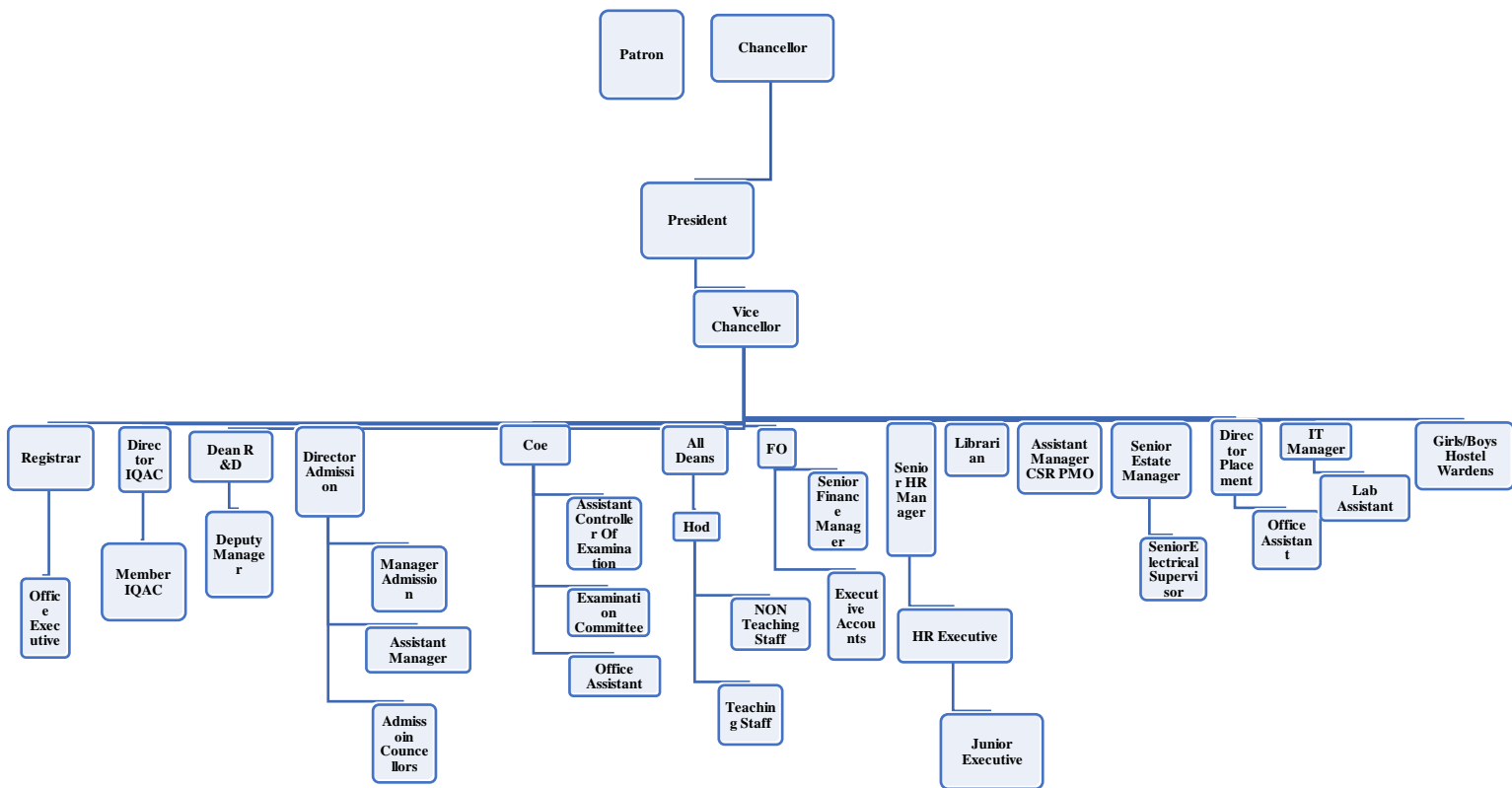
We had circulated the matrix for action for defaults on account of not taking classes, excessive substitution, not uploading course material and attendance uploading

First default	-	First Written Warning
Second default	-	Second written warning with LWP
Third default	-	Three days salary deduction
Fourth default	-	Termination

## 4. EMPLOYEE CATEGORY & MINIMUM ELIGIBILITY

### 4.1 Employee Category:

The organogram shows the line of responsibilities between departments and hierarchy of University's delegation of authority and responsibility.



## **4.2 MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE FACULTY POSITIONS**

### **4.2. A General Rules**

- a. The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Assistant Directors, Deputy Directors and Director of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission from time to time. The Regular appointment shall be applicable.
- b. The minimum requirement for the appointment to the post of Assistant Professor shall be a good academic record, 55% marks at the undergraduate and master's level and qualifying in the National Eligibility Test (NET), Oran accredited test (State Level Eligibility Test-SLET/SET).
- c. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors provided, however, that candidates, who are or have been awarded Ph. D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.
- d. NET/SLET/SET shall not be required for such master's degree Programmes in disciplines for which NET/SLET/SET/ accredited test is not conducted.
- e. The 55% marks at Master's level should be insisted upon for those recruited as teachers at any level from Industry and Research institutions.
- f. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors and for other have to complete by 2022.
- g. For Council Driven programs the rules of the Council shall be considered as min. eligibility.

### **4.2.B Teaching Staff**

There are three types of teaching staff in the university

#### **a) REGULAR TEACHING STAFF**

The faculties appointed without any timeline in their appointment.

**b) CONTRACT FACULTY**

The employee appointed by the University on Contractual basis for a special period of time for teaching when any regular faculty is on medical leave, maternity leave or study leave. Maximum 2 course papers applicable as per the semester with a teaching work load of maximum 12 hours per week. He/she is also responsible for contributing towards the activities related to their subject and academic administration like, setting up of question papers and answer sheet checked, uploading the attendance, etc. (as and when required by the University Administration. They are appointed for a semester at a fixed pay per hour. The existing Contract faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the University Administration for the same. They are not entitled to any benefits of a regular employee in the University.

**4.2.C NON-TEACHING****a) REGULAR FULL TIME**

The employee is a regular employee who works as per the directions and responsibilities stated by the University Administration and also maintain a minimum work timing and schedule. They are also entitled to various benefits as of a regular employee.

**b) CONTRACT**

Employees appointed via vendor or for any work for a specific time period.

**c) PART TIME**

Part-time employee means a person who is engaged for work for less than normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full-time employees. They are allowed such benefits provided as are specifically determined by the University Administration.

# **PART- II**

# **PROCESS**

**5. Recruitment:****5.1 Recruitment Procedure:**

**Teaching:** (Assistant Professor/Associate Professor/Professor)

**Non- Teaching:** (Lab In charge / Librarian / Training/ Placement)

**Administration:** (Registrar Office / HR Office/ Maintenance& Security)

**5.1a Manpower Planning:**

**Step 1: Manpower planning is the first step in recruitment.**

- This is to be carried out at the start for the approval by Vice Chancellor.
- Recruitment during the semester will be avoided as far as possible.
- Planning the process is concern of the Dean of respective School along with Human Resources Department and Vice Chancellor Planning.
- He along with Deans will calculate the load for each semester and put up to Vice Chancellor for approval.
- " On approval of the Senior Manager Human Resources Department will consult with the University Administration/Vice Chancellor and then determine if the vacancy is to be filled through in-house employees or a new employee has to be selected.
- As far as possible the University Administration/Vice Chancellor/Senior Manager Human Resources Department will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Defined guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement:

Consolidation of subject wise teaching load Calculation.

Student - Faculty Ratio (as per UGC guideline)

According to UGC, undergraduate programmes in sciences, the ratio will be 1:30. For undergraduate programmes in media and mass communication, the ratio will be **1:15** respectively. However, for B.Ed. programme, the ratio will be in line with the norms laid by National Council for Teacher Education.

The overall teacher- student ratio for all postgraduate course shall be 1: 20

**5.1b Job Announcement:**

All positions are advertised externally for a minimum period of fifteen working days.

Exceptions are approved only in the rarest of circumstances by the University Administration. On the University's website, list of new openings will be available from time to time.

**5.1c Closing Date:**

All classified positions are open for a period of fifteen working days. At times, the HR can choose to keep the job open until filled. In such instances the Senior Manager Human Resources Department reviews all applications received up to the date and notify the VC when decision is made.

**5.1 d Advertising:**

Once the job advertisement is ready, the advertisement is posted on the website and at least one of the National newspapers and all social media. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Senior Manager Human Resources Department and all correspondence refers to the appropriate job position.

**5.2 Creating a New Position:**

Description of a new position must be completed by the Head of the Department/Dean along with Human Resources Department Planning and must be submitted to University Administration and it will be approved by Vice Chancellor. Reclassifications of vacant positions can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan, a pay grade will be assigned based on available market data. As far as possible, post titles should match with UGC nomenclatures.

**5.3 Approval of Faculty by the University:**

The University will ensure that, within the best of its capacity and within the rules the University/UGC approves all the faculties. Even in case a faculty fails to obtain the approval of the University; despite possessing the necessary qualifications, experience, and competence, he/she shall be treated at par with other approved faculty in terms of pay, allowances and other benefits.

**5.4 Filling temporary vacancy:**

Vacancy of a faculty is to be filled in temporarily for a period not exceeding one term, the HR Dept on the recommendation of the VC, initiates the process of temporary appointment.

**5.5 Regulations relating to Service Conditions of Faculties approved by university****5.5.1. Application**

- a. This shall apply to faculties which shall include Professors, Associate Professors, Assistant Professors and such other posts of the University as may be treated at par with Faculties by the Vice Chancellor
- b. The terms and conditions of service of the faculties appointed by the University shall be those as embodied in the Agreement of Service annexed hereto which every faculty of The University appointed on regular basis shall be required to enter into.

**5.5.2. Definitions**

Words and expressions used in these regulations shall have the meanings assigned to them in the Act and the statutes and ordinances, unless the context otherwise required.

### 5-5-3. Recruitment

- a. All appointments to all categories of teaching employees shall be made by the Human Resource Department, through Hiring Request Form by the desired departments, school.
- b. The selection Committee, shall include:
- Vice Chancellor- Chairperson
  - Dean of Faculty
  - One subject expert from outside, approved by Vice Chancellor
  - Senior Manager Human Resource Department
  - Head of the Department/ Other School Dean/ Any other official appointed by Vice Chancellor
- c. The selection committee Committee shall regulate its own procedure and in case of any difference of opinion amongst the members of the Selection Committee or any matter, the matter shall be placed before the Vice Chancellor whose decision shall be final.
- d. If the recommendation of the selection committee is approved, then the appointment letter in anticipation of approval shall be issued to the concerned person by the Human Resources Department.
- e. The appointment of every teaching employee of the University shall be made by its selection committee. However, the appointment letter shall be issued as provided above.
- f. Where any selection made by the Selection Committee is not acceptable then the same shall stand rejected.
- g. All employees of the University shall be appointed on the basis of agreement and subject to the provisions of agreement and they shall have to comply with all the requirements of the provisions of Jigyasa University, Uttarakhand.
- h. All the teaching employees shall be under the control and supervision and guidance of Vice Chancellor of the University with overall supervisory control of Vice Chancellor and Pro Vice Chancellor of the University.

### 5.6 Appointment of Non-Teaching Employees

5.6.1 All appointments to all categories of Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Administrative posts like Registrar, Treasurer, Finance Officer, Controller of Examinations, deputy Registrars, Deputy Controller of Exam, Assistant Registrars, Assistant Controller of Finance shall be made by Vice Chancellor through a Selection Committee process

5.6.2 The selection Committee, unless changed by a resolution passed by Vice Chancellor or by the written order of Vice Chancellor, for selection of Registrars, Treasurer, Finance Officer, Controller of Examination, shall include

5.6.3 The Selection Committee, unless changed by a resolution passed by Vice Chancellor or by the written order of Vice Chancellor, for selection of Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Administrative posts like Deputy Registrars, Deputy Controller of Exam, Assistant Registrars, Assistant Controller of Finance shall include

- The Vice Chancellor
- Registrar
- Senior Manager Human Resources
- Members nominated by the Vice Chancellor

5.6.4 The Selection Committee, unless changed by the Vice Chancellor or by the written order of Vice Chancellor, for selection of the Clerical employees and class III employees shall include

- The Vice Chancellor
- Registrar
- Senior Manager Human Resources
- Members nominated by the Vice Chancellor

5.6.5 The Selection Committee, unless changed by a resolution passed by Vice Chancellor or by the written order of Vice Chancellor, for selection of the class IV employees shall include

- Registrar
- Senior Manager Human Resources
- Members nominated by the Vice Chancellor

5.6.6 The Registrars, Human Resource Office, Finance Officer, Controller of Examination, Deputy Controller of Exam, Assistant Controller of Finance shall be under the control and supervision and guidance of Vice Chancellor of the University with overall supervisory control of Vice Chancellor of the University.

5.6.7 All other non-teaching employees such as Librarian, Deputy Librarian, Assistant Librarian, Director of Physical education, Assistant Registrars, clerical and other class III employees and class IV employees shall be under the control and supervision and guidance of Registrar of the University with overall supervisory control of Vice Chancellor of the University.

## **5.7 Induction and Orientation:**

Every newly inducted employee has to undergo a formal orientation session at the Day of Joining or within a week of joining. Orientation sessions provide necessary information concerning the history, facilities and major policies of the University, employee responsibilities, employee benefits, and educational opportunities etc. The Senior Manager Human Resources Department will

take the responsibility for providing each new employee with the necessary on job orientation with the assistance of the respective Dean and Head of the Department. The HR intimates all concerned whenever a new employee joins the University. The HR section makes the newly joined employees aware of all the working procedures and leave rules, etc. The ERP Dept and respective Deans regarding their respective areas & division chairs for suggested domains.

## **6 Probation Period**

### **6.1 Probation:**

Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. All employees serve the period of 6 months of employment on probation.

### **6.2 Evaluation in Probation Period:**

Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance.

If the evaluation is positive or with training if the performance of the employee can be improved the employee shall be continued in-service else, he / she may be terminated from service. An evaluation needs to be filled by the Dean/HOD, colleagues from own and other dept. The evaluation is to be done twice i.e. one at end of each semester and after approval from Vice Chancellor

### **6.3 Continuance of Probation:**

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in probationary status should be forwarded by the Head of the Department, HR and VC. Upon consultation with the University Administration the probation period may be extended. In all such instances, the employee must be counselled and notified in writing one month before completion regarding the extension of the probationary period.

### **6.4 Voluntary Resignation during Probation:**

Any voluntary resignation is accepted only during the end of the Academic year with prior 1 months' notice or 1 month's gross salary in lieu of months' notice. The acceptance of resignation depends on University Administration decision.

Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However, the University Administration reserves the right to relieve the person even before the conclusion of the notice period. Further the University Administration

reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the University.

## **7. Salary**

### **7.1 Type & fixation of salary:**

Regular full-time faculties appointed by the University shall be in the grades that is to say Professor, Associate Professor Or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the cases of re- employed Faculties, be paid salaries on such pay scales or at such stage of such pay scales and allowances, as the Vice Chancellor may adopt or decide from time to time.

Every employee is entitled to the salary that is fixed as per the offer letter or appointment letter of the University and mutual agreement. Joining report shall be considered as agreement to all candidates of university only.

The various heads on which the Gross Salary of each employee is based is:

- Basic
- DA
- HRA
- PF\*
- ESI\*
- Gratuity\*
- TDS (wherever applicable)
- Extra Allowance

\*PF, ESI deductions and Gratuity benefits are given as per the law.

### **7.2 Consolidated salary:**

Employee is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance and qualification. Salary fixation is dependent upon post, qualifications and experience

### **7.3 Payroll Schedules:**

Employees are paid for all the present days of the month. Payment is directly deposited with the Designated Bank to the employee's account. Bank account is opened for all employees joining the University within 7 days of their joining.

### **7.4 Payroll Deductions:**

Income-tax, professional tax and contributory provident funds are deducted wherever applicable. All other deductions will be notified to the employees.

Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc. without explicit written permission by the University Administration /VC

\* **Income-tax:** It is mandatory that all employees must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

\* **Contributory Provident Fund Scheme:** Contributory provident fund facility is available to employees from the starting date of their employment.

### **7.5 Time sheet Record of Employees**

\* **Muster:** A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

\* **The Standard Workweek:** Since the requirements of the various operations of the University are diverse, different work schedules are adopted to meet different needs. However, the standard work week of the employees is Monday to Friday, 2<sup>nd</sup> and 4<sup>th</sup> Saturday.

\* **Overtime:** No overtime charges are provided to any employee.

### **7.6 Travelling Allowance:**

Travelling allowance is given for official travel to all employee members.

a) All employees are eligible for claiming travelling allowance for official work other than reporting to university as per norms.

b) The employee travelling locally for official work must produce proper bills/tickets for claiming the amount to the accounts department. If travelling by own vehicle it shall be paid km wise and with google location. The travelling expense will be verified by the Accounts Office and approved by Head of School / Dean/ Registrar & Human Resources Office duly approved by Vice Chancellor

c) If the employee is travelling out of station for official work, he/she can avail advance amount, by getting approval from the Head of the Department & Vice Chancellor. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days but not later than 7 days else it will deduct from salary.

d) For every employee an expense limit is fixed for their Lodging expense during travel based on their category/designation.

e) If the expense amount crosses the limit fixed, the exceeded amount must be borne by the employee.

## 7.9 Other Benefits

- **Accommodation:**

Given to Higher Positions holders of the University as per the mutual consent with employee and employer. HRA benefit shall not be given in case of Accommodation.

- **Laptops:**

Laptops are generally provided to all higher position holders and Central Team Members as per the requirement

- **Faculty Exchange Programme:**

An opportunity shall be given to the faculty members to visit the Other University under Faculty Exchange programme. During Faculty Exchange programme faculty has to submit an undertaking to follow all the rules and regulations of the University. Only on duty shall be granted who have completed one year of service.

- **Fee Concession for pursuing PhD programme:**

Regular faculties of the University are given 50% concession in fee for doing PhD from the University.

## 8 Performance Evaluation

Employee who has completed one year of service is entitled for Performance Appraisal. Performance Appraisal/Evaluation is a benefit given to the employees. It helps the employees for self-development, student enrichment and contributes more towards the growth of the University. The following factors are taken into consideration for Faculty Performance Evaluation (Ref - Annexure - - Faculty Performance Appraisal Form),

**8.1. Academics:** The faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

1. Student's feedback
2. Punctuality in updating data in ERP
3. Average attendance of students
4. No. of lectures Conducted vs Planned
5. End Term Examination (ETE), Result Analysis
6. No of Substitute in a Semester
7. Attending Students outside the classroom

**8.2 Research:** Research is one important activity in the University and all the teaching employees encourages to contribute in some or the other way in this particular field. The evaluation takes place on the basis of

1. Research paper published in any Indexed journal
2. Published Book/ book chapters/ course material
3. Guiding PhD students.
4. Guiding Masters (MTech, MBA, MSc etc.) project
5. Joint publication with reputed Institutes/industry person/ person/ another institute professor.
6. Special lectures delivered as Resource person or keynote speaker. Session Chair outside in Conference/ Advisory/guest lecture etc.
7. PhD / Research work supervision/ research project
8. Research projects submitted/ Grants obtained
9. From Mandate

**8.3 Portfolio of School /University:** The Faculty performance is also evaluated by taking into account the amount of work done in their respective School for its development and their contribution towards University's growth. The following factors are taken into account for evaluation the faculty,

1. Portfolio School
2. Portfolio centralized
3. Activities that support School accreditation
4. Administrative support to the University
5. Collaborative projects/ MOU with industry, inviting guest speakers from industry, research centres etc.
6. Initiate MOU with reputed universities/ research centres/ University.
7. Co/ extra - curricular activities (ex. Entrepreneurial activities)
8. Committee member for any programme.
9. Bring company for placement
10. Organizing FDP or conference by any Nobel laureate

**8.4 Faculty Professional/Personal Development:** The University concentrates more on Faculty Development in their personal & professional life. The University encourages its entire Faculty crew to undergo Quality Improvement Programs, Conferences, Seminars and other Training Programs. The faculties performance is evaluated under the following parameters,

1. Organizing activities in professional bodies
2. Attended FDPs in reputed institutes/ training in industry/ other University/ organized FDPs / Conference
3. Achievements- Awards / Prizes
4. Citations other than self in one year
5. Interaction with outside world: Member on Industry BoG/ advisory board/ CII/ FICCI/ worked as a member on bodies like NBA, NAAC etc. BoS of other institution, PhD referee/ reviewer/examiner. Any other activity which will make University proud/ outreach activities.

**8.5 Frequency -** The performance of an employee is reviewed every calendar year after twelve months of employment and yearly. A Dean/ Head may give an interim review at any time without waiting for the scheduled time further Submitted to Human Resources Office.

**8.6 Process:**

1. The Employee eligible for the Performance Appraisal will fill up a self-assessment form and Dean will submit their evaluation.
2. Based on both the report the final appraisal report after evaluation by Human Resources Office /Vice Chancellor will be put up to University Administration.
3. Based on the fixed standard and achieved score the employee can be appraised.

All faculty achievements are published on the website and in e-magazines of the schools if any. Also, special cash prizes are given by the University to faculties for their contribution towards Research & innovation.

## **9. Leave & Vacation RULES**

These rules shall be applicable to regular full-time employees of Jigyasa University (Teaching, non-teaching including technical supporting employees) and shall not be applicable to contractual or any other type of employee and are subject to amendments as and when required.

### **9.1 LEAVE RULES:**

Leave is not a right but a privilege to be taken in planned way with permission of competent authority. Any type of leave other than mentioned below shall be at the discretion of the Vice Chancellor or his nominee.

1. For Leave Rules calendar year shall be followed i.e., from January to December
2. Leave shall be granted according to the exigencies of service. If so required, the University may refuse or revoke leave whether during the term or vacation by issuing a circular/notice.
3. In case an employee has to go out of station, he/she shall mention his/ her outstation address in the leave application and shall also handover charge to another member of the employees in the manner directed by university. No member of the employees shall leave station at any time without prior written permission of the Vice Chancellor
4. Application for leave must be submitted and got sanctioned before proceeding on leave.
5. Period of leave without pay exceeding 30 days in a year shall not be counted as service for calculating any kind of benefit later on.

### **9.2 Categories of Leave**

1. Casual Leave
2. Earned Leave
3. Sick Leave
4. Grace Period (Regular / Contractual Employee)
5. Maternity Leave- only applicable to women employees
6. Paternity Leave
7. Leave Without Pay
8. Academic Leave
9. Special Leave for Pursuing Research
10. Study Leave
11. Compensatory Leave

#### **1. CASUAL LEAVE (for all employees)**

- ❖ All regular Employees shall be entitled for Twelve (12) days of Casual Leave in a calendar year.
- ❖ Casual Leave may be availed for half day also.
- ❖ Casual leave maybe availed with prior approval at any point of time to a maximum of 3 days at a stretch. Any other absence over and above this in the same stretch shall be treated as Loss of pay.
- ❖ CL may be prefixed or suffixed to intervening holidays or weekends.
- ❖ CL cannot be prefixed or suffixed to any other category of Leave.
- ❖ Un-availed CL will automatically lapse at the end of the calendar year.
- ❖ Casual Leave is not allowed to be encashed and cannot be carried forward to the next year. The Leave account for Casual Leave shall be maintained on the basis of Calendar year on non-accumulating basis. Un-availed Casual Leaves shall lapse at the end of Calendar year.

## 2. Earned Leave (Confirmed employees -EL)

Earned Leave will be admissible to all Confirmed Employees.

- ❖ A Confirmed Employee shall be eligible for 24 days Earned Leave (EL) i.e. one day earned leave on completion of 15 days.
- ❖ All employees will be eligible for a maximum of 180 days of leave encashment on their CTC throughout their tenure with Jigyasa University.
- ❖ Regular Employees (teaching & non-teaching) are required to mandatorily avail 12 days of Earned Leave (EL) during the months of June/July every, failing which the said 12 days of EL, shall lapse, as already notified earlier.
- ❖ Any remaining Earned Leave (EL) other than the mandatory 12 days, may be availed only during non-instructional days of the University.
- ❖ Earned Leave (EL) shall not be permitted during instructional/teaching days.
- ❖ No EL shall be credited during the probation period. The Earned Leave, during probation period shall be credited to the employee's leave account after successful completion of the probation / extended period of probation and shall be updated on monthly accrual basis. However, in case the employee is not confirmed or is terminated, the EL earned during the probation period shall lapse.
- ❖ If the confirmation is done in between the year, then EL shall be credited on the pro-rata basis i.e. from the date of joining to the date of confirmation for that particular year. Thereafter, the employee will get the credit of Earned Leave in regular credit cycle on monthly basis along with other confirmed employees.
- ❖ Encashment of EL will be allowed at the time of retirement or while leaving the job after serving for five years in the university. No other encashment will be allowed.
- ❖ Application for EL shall be submitted well in advance to the date from which leaves are applied.
- ❖ EL cannot be combined with any type of leave except, Medical Leave and Maternity Leave.
- ❖ Unutilized EL will be accumulated at the end of the calendar year and will be carried forward to the next calendar year. Earned leave can be accumulated up to a maximum of 180 days.
- ❖ EL clubbed with weekend off will be considered as a leave.i.e. taking leave on Friday or Monday will be considered as One day leave but if you take leaves from Friday and Monday it shall be considered as four days leave.
- ❖ If any employee is under notice period, he or she shall not be entitled for any leave (If at credit of the employee) may be approved or adjusted against the notice period in special circumstances.
- ❖ EL in the account of individual beyond 180 days will lapse & cannot be encashed.

**Non-Teaching** - After Five years', leave is encashable on the total compensation (CT) on the date of voluntary/premature retirement, resignation and death of the employee while in service. If an employee leaves the institute before the completion of Five years' term, no leave encashment shall be given to them.

**Teaching** - The encashment of leave shall be made at the rate of salary paid as on date of voluntary/premature retirement, resignation and death of the employee while in service. For the purpose of encashment, the 'Salary' is defined as — Basic pay & includes Grade Pay.

No other payment/allowances applicable to faculty shall be considered as part of 'Salary' for determining the amount of leave encashment.

In the event of termination resulting in dismissal, no encashment of leave shall be permitted. Employees who leave the university before their five-year are not eligible for leave encashment.

Existing Employees EL Leaves Encashment leaves are more than 180 days will not be considered for encashment.

### 3. Sick Leave (SL)

- ❖ Total 12 (Twelve) days of Sick Leave shall be admissible to all confirmed/ Regular /contractual employees of the University.
- ❖ Sick leave beyond three days should be supported by a Medical Certificate from a registered medical practitioner. Applications duly verified and certified by the University Doctor shall only be considered by the Human Resources Department.
- ❖ Sick Leave will be carried forwarded maximum up to 90.
- ❖ Leave application must be submitted within two (2) days on the day of resuming duty with supporting documents for leave along with fitness certificate, if not applied earlier, failing in which the entire period of absence will be treated as an unauthorized absence.

### 4. Grace Period (Regular/Contractual Employee)

- ❖ Employees can come 1 hour late/1 hour early with prior permission of immediate reporting authority once in a month. This facility cannot be carried forward.

### 5. Maternity Leave (ML) - only applicable to women employees

- ❖ The University permits paid ML of 12 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- ❖ All confirmed female employees, are eligible for Maternity Leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period.
- ❖ Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage).
- ❖ In case of unfortunate miscarriage, a maximum leave of 4 weeks can be availed.
- ❖ The employee shall inform the Dean/ HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- ❖ In case an employee is covered under ESI Act, the maternity benefits will be provided as per the ESI Act.

### 6. Paternity Leaves

- ❖ Paternity Leave shall only be admissible for confirmed/ completed 1 yr male employees of the University. The leave with pay will be granted to a male staff with less than two surviving children only, i.e., a male staff can avail 10 days each Paternity Leave maximum two times in his entire service at the University.
- ❖ Paternity Leave shall be availed within a month of the new born.
- ❖ Any male employee who has availed of Paternity Leave once shall not be entitled for Paternity Leave for the second time within the period of next three years from the date of expiry of his first Paternity Leave availed.
- ❖ Paternity Leave cannot be combined with any other leave.

## 7. Leave without Pay (LWP)

- ❖ In exceptional circumstances, an employee may be granted leave without pay, if there are no other leaves to his/her credit. This will be at the discretion of the immediate reporting authority. Going on LWP with prior permission is not considered to be break of service.
- ❖ Leaves taken without approval / delegate responsibility will also be considered as leave without pay.

## 8. Academic Leave (AL)

- ❖ All teaching faculty is eligible for 10 days of AL leave in a calendar year with pay.
- ❖ AL for all days of the conference may be availed only for listed/approved conferences which are conducted by reputed institutions/organizations. For other conferences, the leave shall be sanctioned for the day of making a presentation.
- ❖ AL may also be considered for the following reasons:
  - ❖ Delivering guest lectures.
  - ❖ Keynote address and for academic assignments.
  - ❖ Examiner duty for Masters and Ph.D. programs.
- ❖ Teaching faculty wishing to avail Academic Leave should get their leave approved by the Deans/HOD in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to HR Department.
- ❖ Academic leave may neither be accumulated nor be combined with any other type of leave.
- ❖ Vice Chancellor at his discrimination can extend the leave based on the recommendation of concerned Dean/HOD.

## 9. Special Leave for Pursuing Research

- ❖ This leave shall be given, on a case-to-case basis, to those who have registered for Ph.D. and cleared their pre-Ph.D. course work, for a maximum period of a fortnight.
- ❖ The leave needs to be recommended by Dean of the school concerned, Dean R&D and approved by Vice Chancellor.
- ❖ Before applying for special leave for X number of days, faculty must have used X number of leave from their EL for pursuing research.
- ❖ The Dean R&D shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.
- ❖ The unutilized Special Leaves can neither be carried forward nor be encashed.

## 10. Study Leave

- ❖ Confirmed employee who has completed 5 years of uninterrupted service with the University may be granted Study Leave for 3 years for PhD/PDF from premium institution as approved by competent authority.
- ❖ Study Leave shall be without pay and allowances and shall be counted towards service.
- ❖ Study Leave can be taken for a maximum period of 3 years and only once during the entire period of service.
- ❖ Employee on Study Leave cannot take up any employment / work for remuneration on full / part time basis. However, he may be allowed to avail scholarship/fellowship / maintenance allowance from any other source other than HZU.
- ❖ Study leave shall be sanctioned to only those employees who have a continuous outstanding service record.
- ❖ Study Leave shall be sanctioned at the sole discretion of Controlling Authority considering teaching load and other assignments in the department.

## 11. Compensatory Off (CO)

- ❖ If an employee is called upon to work during the weekend or a public holiday for more than half a day, they can avail one day compensatory leave.
- ❖ Compensatory off should be availed within one month. Else it shall lapse.
- ❖ Compensatory off is not applicable for HOD's & above. However, compensatory off is applicable for HOD's and above only if, they are involved in admission activities or university work.

### 10.3 GENERAL

10. A Leave is not a matter of right but a privilege to be availed in a planned way with prior permission of competent authority only on the need basis. Sanction of any type of leave shall be the sole discretion of the Competent Authority. The Competent Authority shall have the discretion to refuse, postpone, curtail or revoke leave of any category or to recall to duty any employee already on leave due to exigency of work at the University.

10. B Categories of leave available to the employees are: Casual Leave, Maternity Leave, Academic Leave, Compensatory Off and Leave without Pay or Extraordinary Leave.

10. C For the purpose of leave, the Calendar Year shall commence from 1st January and end on 31st December.

10. D All Deans/Heads will ensure that only 25% faculty/staff from their department can apply for leaves on any given day.

10. E For the leave sanction during teaching days, the concerned applicant shall adjust his/her teaching load or any other duty assigned such as invigilation duty etc by alternate faculty with their consent. This should be submitted in writing concerned Head / Dean in advance.

10. F In case of leave in emergency, during teaching days, the faculty is required to inform the concerned Deans/Head of Department immediately & faculty on leave should make the alternate arrangement for engagement of his / her classes, invigilation duty or any other responsibilities which effect the functioning of the university.

10.G All leaves except medical leave should be pre-planned and pre-sanctioned & application for leave must be submitted in hard copy and get sanctioned before proceeding.

10. H In case of Maternity Leave, the leave application has to be submitted with proper supporting documents indicating the expected date of delivery from a Gynaecologist at least three months in advance.

10 I. In case, any employee is absent from the duty on account of unforeseen and unavoidable circumstances, without obtaining prior sanction, he would be required to inform the concerned reporting officer telephonically or via email of such absence and application for leave should be submitted on the day of resumption of duty with justification. All such leave applications of employees shall only be decided by the Competent Authority of the University. Leave under this provision will be sanctioned against Casual leave & Medical leave only. If the Competent Authority is not satisfied with the justification of the leave taken or the employee fails to submit his leave application with relevant documents immediately on the day of his joining, the entire period of leave so availed shall be treated as unauthorized absence and will be considered as an act of indiscipline and misconduct on the part of the employee and the Competent Authority shall take suitable action against such employee.

10 J. Application for extension of leave already sanctioned, if any, should be submitted before the sanctioned leave period gets over. The Sanctioning Authority shall have the discretion to grant or refuse the extension of leave applied by an employee and the employee will be required to report back to the duty. In case of the failure, the entire leave period shall be treated as unauthorized absence and as an act of misconduct by the employee.

10 K. Half-day leave will be availed only against a Casual Leave in the employee's credit with prior sanction. No other type of leave shall be availed on half-day basis. The duty timings for half day leave shall be as under:

<b>PARTICULARS</b>	<b>ACADEMIC/ OTHER STAFF</b>
First Half (Forenoon)	9:00 A.M – 12:30 P.M
Second Half (Afternoon)	12:30 P.M – 5:00 P.M

### 10.4 Leave Summary Chart

S. No	Type of Leave	For one Year of Joining	After one year of Joining	Leave Period	Rules	Remarks
1	Casual leave (CL)	1 Per Month/Max 12 per year	-	Jan- Dec	Maximum 3 CL at a stretch	Un-availed CL will automatically lapse at the end of the calendar year.
2	Earned Leave (EL)	Nil	24 leaves for teaching/non-teaching	After completing 1 year Probation	Maximum of 180 days of leave encashment of their CT C through their tenure with Jigyasa University (Formerly Hingiri Zee University). Accumulation up to 180.	Shall require prior approval before proceeding
3	Sick leave (SL)	1 per month/ 12 per year	-	From date of Joining	Maximum 3 with Medical Certificate Accumulation up to 90	2 medical leaves without medical 3 & more leaves shall be supported with Medical Certificate
4	Grace Period (Regular/ Contractual Employee)	1 per month/ 12 per year	Nil	From date of Joining	Maximum 1 grace period per month	Employees can come 1 hour late/1 hour early / 2 hour late/2 hour early with prior permission of immediate reporting authority once in a month. This facility cannot be carried forward.
5	Maternity Leave (ML)	Nil	12 Weeks paid Leave.	-	All confirmed female employees, are eligible for Maternity Leave. However, the management may, at its discretion, allow an employee under probation to avail maternity leave, and extend her probation period.	<ul style="list-style-type: none"> <li>▪ The University permits paid ML of 12 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.</li> <li>▪ Maternity leave shall be limited to an employee's first two</li> </ul>

						<p>confinements and must be spaced by at least 3 years (except in case of a miscarriage).</p> <ul style="list-style-type: none"> <li>▪ In case of unfortunate miscarriage, a maximum leave of 4 weeks can be availed.</li> <li>▪ The employee shall inform the Dean/ HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.</li> <li>▪ In case an employee is covered under ESI Act, the maternity benefits will be provided as per the ESI Act.</li> </ul>
6	Compensatory Leave (CO)	As approved by Dean/ Vice Chancellor	As approved by Dean/ Registrar	Work done on Holidays/ Week off days	Compensatory off should be availed within one month. Else it shall lapse.	<ul style="list-style-type: none"> <li>▪ If an employee is called upon to work during the weekend or public holiday for more than a half day, they can avail one day compensatory leave.</li> <li>▪ Compensatory off is not applicable for HOD's &amp; above. However, compensatory off is applicable for HOD's &amp; above only if, they are</li> </ul>

						involved in admission activities or University work.
7	Special Leave for Pursuing Research	As approved by Dean/ Vice Chancellor	As approved by Dean/ Vice Chancellor	As approved by Dean/ Vice Chancellor		<ul style="list-style-type: none"> <li>▪ This leave shall be given, on a case-to-case basis, to those who have registered for Ph. D and cleared Pre-Ph.D. course work, for a maximum period of a fortnight.</li> <li>▪ The leave needs to be recommended by Dean/HOD of the school concerned, Dean R&amp;D and approved by Vice Chancellor.</li> <li>▪ Before applying for special leave for X number of days, faculty must have used X number of leave from their EL for pursuing research.</li> <li>▪ The Dean R&amp;D shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.</li> <li>▪ The unutilized Special Leaves can neither be carried forwarded nor be encashed.</li> </ul>

8	Paternity Leave	Nil	10 Days leave, maximum 2 times			Male employees can avail 10 days each Paternity Leave maximum two times in his entire service at the university
9	Leave Without Pay (LWP)				Leave taken without approval/ delegate responsibility will also be considered as leave without pay.	In exceptional circumstances, an employee may be granted leave without pay, if there are no other leave to his/her credit. This will be at the discretion of immediate reporting authority. Going on LWP with prior permission is not considered to be break of service.
10	Academic Leave (AL)	10 days leave in calendar year with pay	-	As approved by Dean/ Vice Chancellor	AL for all days of the conference may be availed only for listed/approved conference which are conducted by reputed institutions/organization. For other conferences, the leave shall be sanctioned for the day of making a presentation.	AL may also be considered for the following reasons: <ul style="list-style-type: none"> <li>- Delivering Guest lectures.</li> <li>- Keynote address &amp; for academic assignment.</li> <li>- Examiner duty for Masters &amp; Ph. D programs.</li> <li>- Teaching faculty needs to take prior approval from Deans/HOD in advance along with the invitation letter sent by the concerned university or Conference /Workshop to HR Department</li> <li>- Academic leave may neither be accumulated nor be combined with any other type of leave.</li> </ul>

						<ul style="list-style-type: none"> <li>- Vice Chancellor at his discrimination can extend the leave based on the recommendation of concerned Dean/ HOD.</li> </ul>
11	Study Leave			Maximum of 3 years and only once during the entire period of service.		<ul style="list-style-type: none"> <li>▪ Confirmed employee who has completed 5 year of uninterrupted service with the University may be granted Study Leave for 3 year for Ph.D. / PDF from premium institution as approved by competent authority.</li> <li>▪ Study leave shall be without pay &amp; allowance and shall be counted towards service.</li> <li>▪ Employee on Study Leave cannot take up any employment / work for remuneration on full/part time basis. However, he may be allowed to avail scholarship/ Fellowship/ maintenance allowance from any other source other than JU.</li> <li>▪ Study Leave shall be sanctioned to only those employees who have a</li> </ul>

						<p>continuous outstanding service record.</p> <ul style="list-style-type: none"> <li>▪ Study leave shall be sanctioned at the sole discretion of Controlling Authority considering teaching load and other assignments in the department.</li> </ul>
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### 10.5 LEAVE SANCTIONED AUTHORITY

Leave Type	Category	Authority
	Professors, Associate Professor & Assistant Professor	Dean on the recommendations of HOD/ Vice Chancellor
	HODs	Recommendation of Dean/ Vice Chancellor
<b>Casual Leave</b>	Dean/HOD/ Principal/HR	Vice Chancellor
	Non- Teaching Staff	Vice Chancellor after approval from Dean/ HOD
	Non-teaching & technical supporting staff working in Dean/ HOD's office labs	Dean on the recommendations of the HOD

## **11 Resignation & Termination**

### **11.1 Resignation:**

- a) The teaching employees needs to submit their resignation to Deans. In case the Dean is not present then to the Human Resources of the University. The non-teaching needs to submit their resignation to HR.
- b) Any voluntary resignation is accepted only during the end of the Academic year with prior one-month notice or one-month gross salary in lieu of one-month notice. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However, the University Administration reserves the right to relieve the person even before the conclusion of the notice period. Further, the University Administration reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the University. The same rule applies for non-teaching employees also.
- c) Exit Interview is conducted for every faculty / non-teaching submitting resignation and the reason for leaving the University is identified. The information collected during the Exit interview is recorded and filed with Vice Chancellor and Senior Manager Human Resources Department.
- d) Before resigning the employee must get their No Dues/ Clearance form duly signed by the concern Head of the School/Department, other related department heads and submit to the Human Recourses Department before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.
- e) The employee must return all documents and items related to university to the concerned department before relieving. Failure to do so will result in strict action against the employee.
- f) Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of School/Department and inform the same to the Human Resources Department. Head of school/Department is responsible for initiating the necessary action to ensure that all University's property and equipment are returned safely.
- g) The Vice Chancellor shall have the power to relax the period of notice or payment of salary in special circumstances.

### **11.2 Termination:**

- a) The employee can be terminated with immediate effect if the employee is found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct, considered by the University to be detrimental to the interests of the University and students, his/her services are liable to be terminated without notice or salary in lieu off.
- b) An employee can also be terminated if at any time, it is found that information given by the employee during his/ her recruitment process is incorrect, misrepresented or concealed. Once the employee is terminated his clearance process must be complete. Within 48 hours by the concerned authorities. A formal termination letter sighting the reason must be given to employee.
- c) The University reserves the right to waive off the notice period, if any substantial misconduct, poor performance or non-performance is reported to the HOD/Dean.
- d) The Human Resources Department must keep all the record of his misdeed etc. in the employees' personal file. If the employee goes to the court of law, we can have substantial proof to prove our point.

### **11.3 Process Flow**

- a) The resignation must be submitted in hardcopy & through email only. Similarly, termination letter must also be issued in hard copy & through email.
- b) The resignation must be duly accepted by Head of School/Department and Vice Chancellor to start with the exit formalities.
- c) A copy of resignation must be emailed to Human Resource Office, Vice Chancellor.
- d) The formats must be strictly adhered to and filled completely. All information must be gathered.
- e) The handing over process must be done by Dean in case of faculties, by Vice Chancellor in case of Deans and by Human Resources Department.
- f) All the documents pertaining to the process must be accessible to the University Administration, Senior Manager Human Resources Department & Vice Chancellor.

### **11.4 Superannuation and Re-employment of Faculties**

- a) Faculties in the regular service of the University shall retire on superannuation on completing the age of 60 years. While a faculty whose date of birth falls on any day other than the first day of the month, shall retire on superannuation on the last day of that month, one whose date of birth is the first day of the month, shall retire on superannuation on the last date of the previous month.

### **11.5 Residuary Conditions of Service & Removal of Doubts**

Any matter relating to the conditions of service of Faculties for which no specific provision is made in this statute, shall be determined by the Vice Chancellor.

Where a doubt arises as to interpretation or application of any of the provisions of this Statute, the matter will be referred to the Vice Chancellor for a decision, which shall be final.

## **12 Internal Complaints Committee Process & Procedure**

### **I. STATEMENT**

This is intended to provide a fair, internal process for resolving disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department, or school level before filing a formal grievance under this.

### **Grievance Redressal Mechanism for faculty and staff of JU**

- ❖ The Grievance Redressal cell at the University aims at developing a responsive and accountable attitude amongst all stakeholders in order to maintain a harmonious atmosphere at the University.
- ❖ The Grievance redressal cell is constituted for the redressal of the problems reported by the faculty and staff of the University with the following objectives.
- ❖ Upholding the dignity of the university by ensuring a strife free atmosphere and promoting cordial relationships.
- ❖ Encouraging faculty and staff to express their grievances fairly and freely without any fear of being victimized.
- ❖ Advising faculty and staff to respect the rights and dignity of one another and show restraint and patience whenever a rift or interpersonal issue arises.
- ❖ Advising faculty members to refrain from inciting students or other faculty and staff members.
- ❖ Advising faculty member to refrain from vindictive action.

### **II. DEFINITIONS**

- A. **Grievance:** A written complaint filed by a faculty or staff member alleging a violation of university, college, department, or school, or established practice.
- B. **Faculty member:** A person with a paid University appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.
- C. **Staff:** A full-time non-teaching employee of the university including, library, registrar office, examination office, laboratory staff and other administrative staff.
- D. A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
- E. **Practice:** Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
- F. **Violation:** A breach, misinterpretation, or misapplication of existing an established practice.

### **III MECHANISM FOR REDRESSAL OF GRIEVANCES OF FACULTY AND STAFF**

- The following two-tier approach for grievance redressal is constituted at the university.
- School Level Grievance Committee
- University Level Grievance Committee

#### **COMPOSITION OF THE SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE**

The school level grievance committee shall have the following compositions

- (i) The school dean/principal/HOD (Chairman/chairperson)
- (ii) 3 senior faculty as members
- (iii) One person from the Human Resources Department.

#### **COMPOSITION OF THE CENTRAL GREIVANCE REDRESSAL COMMITTEE**

1. Vice Chancellor/Dean Academics (In chair)
2. Dean or Departmental Head
3. Senior Professor's
4. Senior Manager Human Resources Department

### **IV SCOPE OF THE GRIEVANCE COMMITTEE**

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, web sim related issues, adherence to academic schedules, plagiarism.
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of university schedules, impersonation, any other form of malpractice.
- Sexual Harassment: All complaints of sexual harassment shall be referred by the Central Grievance committee to the University level Committee for Prevention of Sexual Harassment.
- Exclusions:
- The Grievance Redressal Committee shall not entertain the following issues:
- Decisions of the academic council, board of studies and Vice Chancellor.

## **V GRIEVANCE PROCEDURE**

A faculty or staff member may file a formal grievance that alleges a violation of university, department, school, or established practice.

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or dean.

To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Dean/ HODs/ Principle and Human Resources Helpdesk The grievance must contain the following information:

1. The specific or established practice that has allegedly been violated;
2. The date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. The facts relevant to the alleged violation;
4. The person(s) against whom the grievance is filed and
5. The redress sought

The grievant must also submit any documents to the grievance.

## **VI The school level Grievance Committee or the Central Grievance committee shall verify the following:**

1. Whether the grievance has been filed in a timely fashion;
2. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated.
3. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

## **VII GRIEVANCE ENQUIRY: PROCEDURES**

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three (3) days before the hearing/meeting.
3. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
4. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minute.
5. The privacy of confidential records used in the enquiry shall be respected.
6. All parties may present their cases in person and may call witnesses on their behalf.
7. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
8. The grievant has the responsibility of proving that there has been a violation of or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.

### 13. REGULATIONS FOR PREVENTION OF SEXUAL HARASSMENT

**1. Definition** "Sexual Harassment" includes unwelcome behaviour of sexual nature (whether directly or by implication) such as:

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours.
- (c) Sexually coloured remarks;
- (d) Showing pornography; and
- (e) Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.

**2. Who Can Make a Complaint?**

- (a) A person who is –
  - (i) A student of the University
  - (ii) An employee of the University or holding a consultative position in the University.
  - (iii) An applicant for admission into any course offered by the University

The following conditions apply to all complaints:

If a complaint filed is found by the Complaint Committee to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and recommend to the Vice-Chancellor that the complainant pay the defendant a fine. The amount of fine imposed will depend on the severity of damage caused to the defendant's reputation.

**3. The Complaint Committee** The 'University Complaint Committee' will be constituted by the Vice-Chancellor; comprising of 5 members including chairperson. At least half of the members of the Committee shall be women and the committee will have representation from the non-teaching staff. The Chairperson of the Complaint Committee will be nominated by the Vice-Chancellor and shall be a woman. Committee may include members in addition to above. Three members shall form the quorum for a committee meeting.

**4. Eligibility for Membership of the Committee**

- (i) The Committee will comprise of faculty members of the rank of Professor or Associate Professor or a staff member in an equivalent position in the University.
- (ii) In appointing ordinary members, the Vice- Chancellor may take into account the seniority, ability and background of the members.

The Committee may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

## 5. Jurisdiction

All members of staff teaching or non-teaching of the University are subject to the jurisdiction of this ordinance. Even if the complainant is not a staff or faculty member, but the complaint is against a faculty or staff member, it will be heard by:

The Complaint Committee.

The jurisdiction of the University Complaints.

Committee shall extend to acts of sexual harassment committed in the University Campus. The campus shall also include hostels, guesthouses, car parks, Buses and other properties owned, maintained, hired or under the control of the University. In the case of sexual harassment of a third person by a staff of the University, the Complaint Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

### 5. Conduct of Enquiry by the Complaint Committee

i) Any person aggrieved must file a complaint with the Complaint Committee at the earliest point in time but in no case after 15 days from the date of occurrence of the alleged incident.

ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the Chairperson of Complaint Committee

(iii) If the complainant feels that she/he cannot disclose her/his identity for any particular reason, the complainant shall address the complaint in writing to the Vice Chancellor and submit the complaint in person or in a sealed envelope.

Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself/herself and send to the Complaint Committee a gist of the complaint containing all material and relevant details, but withhold the name of the complainant and other particulars that might disclose the identity of the complainant.

iv) The Complaint Committee shall take immediate necessary action(s) by initiating a discrete inquiry or hold a full-blown inquiry, as necessary.

v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.

vi) Vice Chancellor upon receipt of the report from the Complaint Committee shall, after giving an opportunity to hear the persons against whom they complained is filed, decide a course of action following the prescribed procedure.

**7. Disciplinary Action** Where the conduct of an employee amounts to misconduct in the form of sexual harassment as defined in Section 1 above, appropriate disciplinary action will be taken in the form a fine, demotion to a lower position or outright dismissal from the university. If the alleged harassment rises to the level of a felony, the case will be referred to the police for prosecution.

**8. Third Party Harassment** Where sexual harassment occurs as a result of an act by any third party or outsider on campus and the victim is a university employee, the university shall take all reasonable steps to assist the affected person(s) in prosecution of the case.

**9. Annual Report:** The Complaint Committee shall prepare an Annual Report giving full account of its activities during the previous year and provide a copy of the report to the Vice Chancellor, who shall report to the Chancellor.

1. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
2. When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices.
3. In case a grievance is received against any of the members of the Central Grievance committee, then the Vice Chancellor & Human Resources Office shall conduct the enquiry and submit the report to the Chancellor.

While dealing with complaint, the committees will observe the law of natural justice.

It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.

**14. Research Policy**

**Jigyasa Univeristy**  
**Formerly Hingiri Zee University, Dehradun**  
 P.O. Sherpur, Chakrata Road, Dehradun, Pin - 248197 (Uttarakhand)

# RESEARCH POLICY

**Hingiri Zee University**

0	28-07-2022	Issued for Implementation
Rev.	Date	Description
HIMGIRI ZEE UNIVERSITY DEHRADUN, UK, INDIA		RESEARCH POLICY

## Himgiri Zee University

### RESEARCH POLICY

#### 1. Research Policy Statement

Himgiri Zee University (HZU), Dehradun, UK, India is committed to encourage research, entrepreneurship, innovation and novelty; and endorse that the results benefit humanity.

#### 2. Scope of the Research Policy

2.1 The HZU policy applies to all the faculty / staff, scholars and students of Himgiri Zee University.

2.2 All faculty members of Himgiri Zee University are anticipated to commence research accomplishments in addition to their regular teaching and learning.

2.3 All research accomplishments shall be accepted in compliance of the University's commitments under regulation, and in agreement with regulatory and ethical considerations.

#### 3. Aims and Objectives

##### 3.1 Aims

- a) To inculcate and nurture a research based eco system in the University.
- b) To boost the interaction and teamwork for interdisciplinary and multi-disciplinary research in the University.
- c) To establish an academic and research collaborations with national and international Universities, Institutions, and Industries.
- d) To create associations with various R&D establishments and funding agencies for sponsored research projects.
- e) To promote entrepreneurship among the HZU students by encouraging start-ups and innovations approach.
- f) To take up difficulties challenged by the humanity and provide innovative solutions.

##### 3.2 Objectives

- a) To boost the research abilities of all Students and faculty of HZU.

b) To motivate the faculty to work on their educational qualifications by enrolling for doctoral and post-doctoral programs.

b) To Encourage and incentivize the faculty based on the HZU research promotional schemes to contribute in research and innovation by sharing their original work in the form of research papers published in UGC Care/Scopus/SCI/PubMed/Web of Sciences/NAAS indexed .

d) To coordinate with all schools to develop a yearly research progress plan.

e) To support the endeavors of faculty to acquire the external financial support for research projects in respective key areas.

f) To develop and initiate the process of signing the MoUs with industry and R&D associations for joint research activities.

g) To encourage all faculty of HZU, scholastics, staff and understudies to apply for IPR to ensure protected innovation freedoms and assist with commercializing revelations.

h) Capture suitable issues looked by the various organizations and help to find some noticeable solutions through R&D projects, counseling work, consultancy projects and so on.

i) Encourage all students of UG/PG to be involve in various research based conferences and events.

#### **4. Research Management and Administration**

##### **4.1 Dean (Research)**

The Himgiri Zee University will have a Dean Research for the undertaking of research and innovation based work exercises of the University and to take care for all matters relating to research innovation, extension and outreach activities, IPR, new development and entrepreneurship.

#### 4.2 Research Advisory Board (RAB)

The Research Advisory Board will be the main investigation body of the University and will give the comprehensive vision, the Research to be embraced by the University, including its prioritization. The RAB will in like manner oversee, direct and screen all the assessment activities and Ph.D. programs of the University. The Dean Research will be coordinated by the RAB. The RAB get-togethers should be held somewhat once in a year.

#### 4.3 Composition of the Research Advisory Board

The composition of the RAB will be as under:

01.	Vice Chancellor (Chairperson) or his nominee	1
02	Dean Academic Affairs	1
03.	Dean of Schools	
04.	Dean Research- Member Secretary/Convener	1
05.	External outstanding experts from leading Research Organizations/Industries/Corporate groups in different domains nominated by the Vice-Chancellor	3
06.	All Professors of the University	
07.	Faculty members having proven research track record to be nominated by the Vice Chancellor.	03

##### 4.3.1. Role/Function of Research Advisory Board (RAB)

- a. To create and house other information abilities that might incorporate reference and participatory organizations of researchers and industry specialists.
- b. The work with the e-resources, for example, e-journals, digital books, on-line addresses reference material and reference sites for students and staff.
- c. The RAB, under its immediate oversight will help create, support and manage:
  - (i) Incubation/Innovation Center, fundamental studio for business visionaries;
  - (ii) Develop plans of action and field test items and administrations; and
  - (iii) Development of startup adventures.

- d. Advise the Deans of all Schools in issues identifying with industry supported exploration and consultancy, as likewise in working with the faculty in obtaining equipment's important to lead research/consultancy work, enlistment of undertaking staff.
- e. Oversee every one of the issues identified with bio-wellbeing and morals and assist the Deans with creating important protections against logical unfortunate behavior and literary theft;
- f. Render regulatory help for the execution of Research Projects and other R&D exercises.
- g. Review the advancement of on-going research projects.
- h. Forging tie-ups with funding agencies around the world.
- i. Process all proposition for research funding.
- j. Monitor progress of all Research Projects and examination exercises (counting doctoral research), and guarantee standards of funding organizations are adhered to.
- k. Keep up records of venture conclusion and finish reports.
- l. Lay down standards for acquisition of venture hardware, stock, responsibility for, and so on
- m. Develop standards for 'Minor Seed Grant' to HZU faculty for starting research.
- n. Develop standards for boosting personnel for getting research projects/doing project work.
- o. Taking care of Intellectual Property Rights (IPRs), Patents.
- p. Monitor the working of 'Research Degree Committees'.
- q. Keep cutting-edge record of all research publication and research proposal sent.
- r. Create a central facility for research related activities.
- s. Review the academic progress of the Research scholars enrolled in Ph.D. program.
- t. Create the opportunity for post-doctoral research in explicit regions.

#### 4.4 Research Degree Committees (RDC)

Apart from the Research Advisory Board, there will be a Research Degree Committee (RDC) in the University. It shall meet at least twice in a semester. The RDC may be constituted with the following composition:

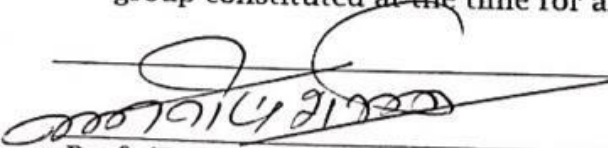
01.	Dean Research (Chairperson)	1
02.	Dean of the concerned School (Co-Chairperson)	1
03.	All HoDs of the School (Members)	As the case may be
04.	One Professor /one Associate Professor to be nominated by the Dean of the School.	2
05.	Ph.D. Program Coordinator ( <del>Member</del> ) / <u>Member - Sec. RDC</u>	1
06.	Two external experts from leading Research Organizations/Industries/Corporate groups to be nominated by Dean (Research).	

#### 4.4.1 Role/Function of RDC

- Supervise and organize the research exercises of the School including publication of research papers.
- Process research proposal and guarantee that they are submitted by the due dates.
- Monitor progress of all Research Projects and research exercises (including Ph.D.) and interdisciplinary research projects.
- Monitor progress of exploration projects conclusion and their finish.
- Process recommendations for acquisition of research project related accessories.
- Check for any new information through any research postulation/paper for additional means like applying for Patent/IPR security.
- Review the advancement of different applications petitioned for Intellectual Property Rights (IPRs) security.
- Follow the rules provided by the RAB


#### 5.0 Conclusion

The HZU Research policy will be subject to evaluate annually by the committee group constituted at the time for any amendments.

  
Prof. (Dr.) Manish Sharma

Dean, Research, HZU

Recommended By

  
Prof. B.S. Nagendra Parashar

Vice Chancellor, HZU

Approved by

## Financial Support for Staffs

### 1. Objectives

- To provide supporting infrastructure for various research categories.
- To promote and support faculty-doing research in the specialized areas, applying for funded research projects from various government/private agencies.
- To provide Incentives in terms of monetary benefits, Promotions/awards and Relaxation in OD/Attendance for Faculty and students. The faculty, if had published as first author /corresponding author will be given cash reward.
- To Provide with Best Research faculty award and best outgoing Research student award during every convocation based on their research outcomes like Papers/Book chapters published and funded projects received.
- To promote research as part of assignments and projects in UG and PG programmes. UG and PG Students have to be encouraged to convert their assignments of at least one subject of their semester to Scopus paper.
- Students should be guided and encouraged to publish research papers in SCOPUS/SCI/ Selected journals. Dean should ensure that minimum 20% of pre and final year students publish the research papers.

### 2. Process of JU Research

- The Dean - Research shall monitor and control the research progress of academic and sponsored research under the guidance of Vice Chancellor.
- At the university level, University Research Committee (URC) shall be made which comprises Vice Chancellor as chair, Dean-Research, Deans/research experts from various schools, selected on an annual basis, and two nominees with Ph.D. from the university.
- The Dean of each school shall be responsible for managing the research activities in collaboration with Division Chairs and School Research Committee.
- The Dean shall identify divisional research groups under each division and submit the entire list of divisional research groups to URC at the beginning of each academic year.
- Dean shall report the progress of disciplinary research of each faculty to Dean-Research and URC at the end of each semester.
- The Dean- Research through URC, shall be identifying the strategic research groups where each group will have a chair at the beginning of each academic year.

- Each strategic research group shall concentrate on a particular research area of inter-disciplinary nature.

<b>Human Resource Manual &amp; Rules Regulation</b>
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- The Dean shall provide in-house research exposure to students and facilitate them to carry out research-based projects using Research Based Learning (RBL).
- Every faculty not having Ph.D. degree shall register for Ph.D.
- Every faculty having Ph.D. degree shall guide at least one Ph.D. scholar.
- Dean shall ensure that all faculty members are members of one or more Professional bodies of national/international repute.
- Each faculty shall publish at least one book and at least one chapter on advanced topics in edited volumes/books published over an academic year by reputed publishers.
- The Dean of each school shall prepare, maintain and update the list of funding agencies relevant to the school both disciplinary and inter-disciplinary.
- Each funded research project shall be carried out in association with Centre of Excellence of the university and shall result in spiraling out one or more research projects to apply for funding.
- The Dean-Research/URC shall publish the code of ethics to check malpractices and plagiarism in research and revise/reinforce code of ethics every academic year.
- The Dean shall use TURNITIN software or similar quality software to check for plagiarism of all research publications and technical reports.
- The Dean shall ensure that at least one corporate training program given by the school to the industry/agency every semester.
- The Dean shall sign at least one MoU for collaborative activities for research and faculty exchange for teaching and research, with other elite institutions within the country or abroad and execute the required activities as according to the MoU, every semester.
- The Dean shall ensure that UG students and PG students are aware of the good research process of writing papers, book chapters and patents. There should be at least 1 workshop and 1 lecture conducted by the internal faculty and external experts during free hours about recent research and paper writing.

### Expected Target of Scopus papers, book chapters and patent per year

	I year	II year	III year	Awards/Amount in		
				GC-CARE	SCOPUS	SCI/ESCI/SCIE
All B. Tech courses	0	1	1	As per Research Policy		
P.G Two-year courses like M. Tech	1	1	0			
U. G three-year courses Like B. Sc	0	0	1			
P. G three-year courses like M.CA	0	1	0			
Ph. D.	0	1	1			
Faculty Assistant Professor	1	1	1			
Associate Professor	1	1	2			
Professor	1	2	2			

### 3. JU's for funding Research

- For reputed international conference paper presentation, a travel grant shall be approved by URC through the recommendation of Honourable Vice Chancellor.
- Seed money shall be granted to all faculties joining with Ph.D. qualification by URC through the recommendation of Honourable Vice Chancellor.
- Each school shall be given a seed grant for one research project through the submission of Research Proposals, which shall scrutinize, by URC and external experts.

## **4. Outcomes for JU Research**

### **4.1 Research paper publications**

- Each faculty member, shall publish at least one refereed/SCI/SCOPUS Indexed journal paper per semester. The faculty, if had published as first author /corresponding author will be given cash reward as per Research Policy.
- The complete research profile at the end of each semester for each faculty shall be prepared.
- Each faculty member either alone or with one or more researching faculty from school/outside researcher, shall participate on at least two international/national conference papers of high repute per semester.
- Each faculty member guiding the students on research projects shall publish the work as at least one refereed/SCI/SCOPUS Indexed journal or international/national conference paper every semester.
- Students should be encouraged to publish papers in good conferences with faculty members and present it in the conference venue. On Duty will be given to Faculty and students involved.

### **4.2 Funded Projects**

- Dean shall apply for 100% of funding agencies available in the list of funding agencies in each financial year.
- The Chairs of strategic research group shall identify the funding agencies and URC. supporting inter-disciplinary research and submit the list to Dean-Research.
- Every year the Dean shall make sure that funding proposals had been sent to all available funding agencies.

### **4.3 Consultancy Projects**

- The Dean shall make a list of all potential industries for consultancy and submit to the Dean-Research/URC at the beginning of academic year. All core industries of the school shall be included in the list.
- The Chairs of strategic research group shall list all potential industries of interdisciplinary nature for consultancy and submit to Dean-Research/URC at the beginning of academic year.
- The Dean shall ensure that at least 30% of the faculty members have active consultancy projects.
- The Dean-Research/URC shall ensure that at least one active consultancy project per strategic research group is being carried out with industries.

#### 4.4 Patents

<b>Sub Process – Funding</b>	
<b>Key Objectives</b>	Provide seed funding to the faculty for R&D projects related to PG/ Doctoral Studies
<b>Key Inputs</b>	Seed funding proposals

- The Dean shall ensure that at least one patent is published/awarded from each divisional research group every year.
- The Dean-Research/URC shall ensure that at least one patent is published/awarded from each strategic research group every year.
- If a faculty files/publishes a patent, he will be rewarded as per Research Policy.

#### 4.5 Book and Book Chapters

- Each faculty member either alone or with one or more researching faculty from school/outside researcher, shall publish at least one refereed/SCI/SCOPUS Indexed Chapter per semester.
- If a faculty Publishes an Edited book/authored book, he will be rewarded respectively. The book should be from reputation publication houses like McGraw hill, Springer, Elsevier, CRC press, Pearson.

#### 4.6 Funding Research

- For reputed international conference paper presentation, a travel grant shall be approved by UCRD through the recommendation of Vice Chancellor (subject to condition of fulfilment of all documentation and conditions laid down by the UCRD)
- 50% fees concession shall be given in the tuition fees towards Ph.D. for in-house faculties who have completed one-year minimum service at JU and shall be given only till the faculty is in full time employment.
- From the very beginning, the University encouraged young faculty to conduct research. Thus, it has opened a scheme for providing financial assistance to Minor Research Projects. According to this scheme, a faculty member prepares a Minor Research Project, which is submitted to a committee School/University level and on the recommendations of this committee the University gives financial assistance to the faculty concerned. It is also mandatory to submit a quarterly progress report of such a Research Project to the UCRD for this purpose, every year the University earmarks financial budget for each school.

<b>Process Description</b>	
<b>Key Activities</b>	<b>Description</b>
<b>Providing Seed Funding</b>	Only the proposal submitted to external agencies like AICTE / UGC / DST/UCOST etc. should be eligible for seed funding
	The proposal submitted to the external agencies should be forwarded to the R&D cell.
	The concerned faculty shall give a presentation before the committee comprising of Vice Chancellor, R&D cell members, Concerned School Dean and one subject expert outside of the university.
	During the presentation it is expected to give the details about the project, its utility to the industry & society, research outcome etc.
	The committee should give the remarks and accordingly the proposal shall be forwarded to the Chairman for final approval.
<b>Key Outputs</b>	List of submission for seed funding
	List of Project provided seed funding
<b>KPIs</b>	List of projects accepted for seed funding

## 1.7 Awards & Recognition

The University would like to encourage quality research in different thrust areas.

For this purpose, outstanding research contributions done by faculty, researcher, and research scholar shall be recognized. Therefore, the University shall prepare a scheme for providing incentive to researchers and scholars. The incentives are identified as under:

- Incentive in terms of money
- Incentive in terms of awards/prizes
- Incentive in terms of certificate or giving more weightage for the career advancement schemes etc.

At the beginning of every year research awards will be distributed for all the faculties and students. The award will give after the details being collected from each school. The awards will be based on the incentive defined by the UCRD team approved by Vice Chancellor. During December of every year, reports of publications Journals, conference, patent, chapter, and book) of faculty will be collected for the particular year and during January of next year awards will be given.

<b>Sub Process – Awards &amp; Recognition</b>	
<b>Key Objective</b>	Provide incentive to faculties / students to perform research- oriented work.
	To increase publication and visibility international journals & conference.
<b>Key Inputs</b>	<ul style="list-style-type: none"> <li>▪ The grant available with university.</li> <li>▪ External Grant secured</li> <li>▪ List of paper published along with the impact facto of the journal</li> <li>▪ List of patents filed</li> <li>▪ List of Consultancy assignment secured</li> <li>▪ Citation of the faculties</li> </ul>

<b>Process Description</b>	
<b>Key Activities</b>	<b>Description</b>
<b>Awards</b>	<p>The special awards/ incentives will be available for</p> <ul style="list-style-type: none"> <li>▪ PhD Completed Scholars</li> <li>▪ Faculties doing projects under govt grants</li> <li>▪ Papers published in journals with high impact factor</li> <li>▪ PhD Guidance (Students from Jigyasa University)</li> <li>▪ High quality research</li> </ul>
<b>Incentives</b>	<p>Faculties involved in project with external funding may be given extra incentives on the amount of grant</p>
	<p>Cash rewards/ Incentives may be given to the faculty with publication in SCI/SCOPUS journals as per research policy.</p>

AGREEMENT

**Between Jigyasa University a duly recognized University (hereinafter referred to as "the University").**

**&**

Name..... currently employed as a Designation..... at Jigyasa University (hereinafter referred to as "the Employee") Ph.D. Enrolment and Service Continuity

This agreement is executed on.....of ....., 2025 at district of Dehradun to lay down the principles of agreed terms between the parties., by and between Name....., currently employed as a Designation..... at Jigyasa University (hereinafter referred to as "the Employee") and Jigyasa University,

WHEREAS,

1. The Employee has enrolled as a Ph.D. student at Jigyasa University with the mutual understanding of completing the Ph.D. degree with availing a special waiver of the tuition fee conditionally provided by the university which is 50% waiver in tuition fees provided by the University;

2. AND WHEREAS,

The University has agreed to provide this fee waiver ONLY on the condition that the Employee shall continue his/her services with the University for a specified duration i.e. 03 years post the completion of their Ph.D. degree. This condition is the essence of the agreement.

NOW, THEREFORE, the parties hereto agree as follows:

## **1. Ph.D. Enrolment and Fee Waiver**

The Employee has enrolled in the Ph.D. program at Jigyasa University and has been granted a 50% waiver on the applicable tuition fees as per University Ph.D. Fee Waiver Policy i.e. JU/Reg/Admin/Notice/Emp ID. This waiver is provided by the University as a concession with condition to facilitate the completion of the Faculty's Ph.D. degree.

## **2. Service Commitment**

In consideration of the fee waiver provided, the Employee agrees to continue their employment and services with Jigyasa University for a period of next three (3) years after the date of successful completion and conferment of the Ph.D. degree.

## **3. Non-Compliance and Reimbursement**

5a. In the event that the Employee discontinues their employment with Jigyasa University or fails to fulfil the three-year service commitment thereof for any reason (including resignation, termination, or any other cause), the Employee agrees to reimburse the University for the entire amount of the fee waiver granted during the course of the Ph.D. program.

4. If the faculty member discontinues their services as an employee with Jigyasa University before completion the Ph.D. degree for any reason (including resignation, termination, or any other cause) but still wishes to continue the Ph.D. program in that case also at Jigyasa University, they must reimburse the University for the Full Amount of the fee waiver granted from the first semester of the Ph.D. program till the date of discontinues of services. Additionally, the faculty will be required to pay the full Ph.D. tuition fee beforehand which shall not include any waiver, for the remaining duration of the program until the degree is submitted.

## **5. Reimbursement Terms**

5a. The amount to be reimbursed will be equivalent to the 50% fee waiver received by the faculty.

5b. The reimbursement must be made in full before full and final settlement of the services and the before the date of discontinuation of services.

5c. The University reserves the right to take necessary legal action in case of non-compliance with the reimbursement obligation.

## **6. Binding Effect**

This Agreement is binding on both the Faculty and the University and shall remain in effect from the date of its execution until the fulfilment of all obligations mentioned herein.

## **7. Miscellaneous**

7a. This Agreement constitutes the entire understanding between the parties and supersedes any prior discussions, negotiations, or agreements, whether oral or written.

7b. Any amendments to this Agreement must be made in writing and signed by both parties.

7c. In case of any disputes arising under this Agreement, the same shall be subject to the jurisdiction of the courts of Dehradun, Uttarakhand, only.

## 8. Acceptance

By signing this Agreement, the Faculty of Jigyasa University acknowledge that he/she has read, understood, and agreed to the terms and conditions stated herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above

For the Employee

---

(Name)

(Designation)

(Date)

For Jigyasa University

---

(Name)

(Designation)

(Date)

Witness 1

---

(Name)

(Date)

Witness 2

---

(Name)

(Date)

NOTE: Level shall be, International (Abroad)/ International (within India)/ National/State/ University

**OTHER RELEVANT INFORMATION**

**(Attach self-certified evidence, wherever possible)**

(a) Academic awards and distinctions:

(b) Membership/Fellowship of Learned bodies/Societies:

(c) Literary, cultural or other activities (e.g., Attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier:

(e) Future Plans (In approximately 150 words):

I certify that the information provided in the duly filled proforma is correct as per records enclosed.

**Date:**

**Place:**

**Signature of the applicant**

**PART- III**

**Annexure**

**Form**

## 15. Faculty Interview Evaluation Scorecard



**Jigyasa Univeristy**  
**Formerly Hingiri Zee University, Dehradun**  
 P.O. Sherpur, Chakrata Road, Dehradun, Pin - 248197 (Uttarakhand)

<b>Date of Interview :</b>				
<b>Name of the Candidate :</b>				
S.No.	Criteria of Evaluation	Max. Marks	Marks Obtained	Remarks
1	Knowledge of the Topic Delivered	10		
2	Presentation	5		
3	Confidence & Body Language	5		
<b>Total Marks</b>		<b>20</b>		

Name & Signature of Panel Member

<b>Date of Interview :</b>				
<b>Name of the Candidate :</b>				
S.No.	Criteria of Evaluation	Max. Marks	Marks Obtained	Remarks
1	Knowledge of the Topic Delivered	10		
2	Presentation	5		
3	Confidence & Body Language	5		
<b>Total Marks</b>		<b>20</b>		

Name & Signature of Panel Member

---

<b>Date of Interview:</b>				
<b>Name of the Candidate:</b>				
<b>S.No</b>	<b>Criteria of Evaluation</b>	<b>Max. Marks</b>	<b>Marks Obtained</b>	<b>Remarks</b>
<b>1</b>	Knowledge of the Topic Delivered	<b>10</b>		
<b>2</b>	Presentation	<b>5</b>		
<b>3</b>	Confidence & Body Language	<b>5</b>		
<b>Total Marks</b>		<b>20</b>		

Name & Signature of Panel Member

<b>Remark:</b>
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---

## 15.1 Employee Joining Formality

Documents required at the time of joining:

1. Document Checklist
2. Joining Form
3. Application Form
4. Identity Card Form
5. Meeting Form
6. Certificates in support of educational qualifications & Date of Birth (originals & a set of photocopies)
7. Previous Experience records (if applicable)
8. Relieving Certificate from last employer (if applicable)
9. Passport-size photographs (Six)
10. PAN Card (Detailed instructions could be seen at Income Tax Department Website <https://tin.tin.nsdl.cpm/pan/newpan.html> (PAN CARD APPLICATION))
11. Permanent Address Proof
12. Local Address Proof.
13. Aadhar Card.
14. Offer Letter (02 - copies)

## 15.2 Document Checklist



**JIGYASA UNIVERSITY**

(Formerly Himgiri Zee University)

### Documents required at the time of joining:

#### **SECTION: A**

- ID Proof (Aadhaar Card, PAN Card)
- 1 Passport size-coloured photographs
- Educational certificates (Photocopies/ Original)

- |   |                                     |   |
|---|-------------------------------------|---|
| <ul style="list-style-type: none"> <li>• <b>Class X</b></li> <li>• <b>Class XII</b></li> <li>• <b>Graduation</b></li> </ul> | Marksheet<br>Marksheet<br>Marksheet | Pass Certificate Pass Certificate<br>Degree |
|---|-------------------------------------|---|

.....

.....

- |  |           |        |
|--|-----------|--------|
| <ul style="list-style-type: none"> <li>• <b>Post Graduation</b></li> </ul> | Marksheet | Degree |
|--|-----------|--------|

• .....

• .....

- |  |           |        |
|--|-----------|--------|
| <ul style="list-style-type: none"> <li>• <b>Others:</b></li> </ul> | Marksheet | Degree |
|--|-----------|--------|

• .....

• .....

- **Others Certificates:**

• .....

• .....

#### **SECTION: B**

- Latest Salary Slip
- Last 6 Months Bank statement (Salary Account)
- Appointment letter of previous organizations.
- Relieving letter of previously served organization

**(1) For fresher candidates: Documents from SECTION: A required.**

**(2) For Experienced candidate: All documents required**

### 15.3 Joining Form



JIGYASA UNIVERSITY

(Formerly Himgiri Zee University)

(To be filled and submitted at the time of joining)

Date .....

To

The Vice Chancellor

Jigyasa University Formerly Himgiri Zee University

Dehradun – 248 197

Sir,

This has reference to the Jigyasa University Formerly Himgiri Zee University Appointment letter, dated \_\_\_\_\_ I, \_\_\_\_\_ accepted the offer for joining as \_\_\_\_\_ in the Department of \_\_\_\_\_ at Jigyasa University Formerly Himgiri Zee University, Dehradun. Further, I report myself on duty in the \_\_\_\_\_ of \_\_\_\_\_/\_\_\_\_\_/2025. I will use transport facility: [.....] (Write Yes/No) (I, understand that Rs. 1500/- will be charged for availing transport facility)

With regards,

Sincerely Yours,

Signature: .....

Name: .....



Telephone	Mobile no																			
	Residence																			
	Emergency Contact																			

Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

### 3. Present Employment

Designation																				
Organization																				
Date of Joining																				
Scale of Pay Rs.																				
Pay Rs.																				
Total emoluments (per month) Rs.																				

Salary expected

(per month) Rs.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Notice Period

--

### 4. Academic record starting with Higher Degree (Ph. D, M. Phil, NET, Post graduation etc.)

(Please attach self-attested photocopy)

Degree	Name of the Institute	Name of the University	Year of Passing	Full Time/Part Time/Distance	Percentage or CGPA	Class/ Division

### 5. Employment: (Particulars of your past position(s) starting from the current Organization)

Name of the Organization with City	Position Held	Period			Nature of Employment Regular/ Part-time/Visiting)	Gross Salary (PM)
		From	To	No of Years		

--	--	--	--	--	--	--

Present Job Responsibilities (In Brief):

Number of Journals/Articles Published		Number of Books/Chapter Published	
Number of Seminar/Conference attended		Number of Workshops/FDP attended	
Any Scholarship, Honors and awards:			

(Please provide certificates at the time of interview)

### 6. Professional References:

(3 references with whom candidate has worked including from the current/last organization served)

Name	Designation	Organization	Contact Details
			Contact no:
			Email ID:
			Contact no:
			Email ID:
			Contact No:
			Email ID:

**Declaration by the Applicant:**

I hereby affirm and certify that the information presented in this Employment Application Form and documents annexed with the Application form are complete and true to the best of my knowledge. I understand that false representation of fact will be sufficient for rejection of offer of employment or disciplinary action or dismissal, if discovered at a later date.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant

**(For Office Use Only)**  
*Comments/Recommendation  
of Selection Committee:*

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---

\_\_\_\_\_  
Signature of the Applicant

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**15.5 Identity Card Form**

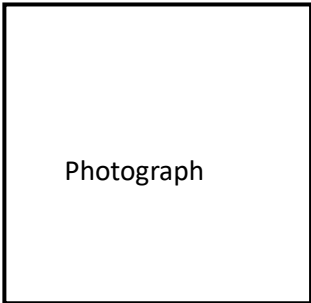
**JIGYASA UNIVERSITY UTTRAKHAND**

**Employee Information Form**



**JIGYASA UNIVERSITY**  
**(Formerly Himgiri Zee University)**

Estd. Under The Uttarakhand Private Universities (Amendment) Act, 2024  
(Uttarakhand Act No. 05, 2024), Recognised by UGC Under Section 2(f) of 1956 Act.



**Identity Card Form**

**Note: - Please fill desired information in CAPITAL LETTERS**

**Punching ID** .....

**Name** .....

**Father's Name** .....

**Date of Birth** ..... **Blood Group**.....

**Date of Joining** .....

**School Name** .....

**Designation** .....

**Contact Address with** .....

**Phone no** .....

..... **Emergency Phone No.**.....

**Email Id: -** .....

**Date of Issue** ..... **Valid Up to**.....

**Holder's Signature** .....

## 15.6 Meeting Form



# JIGYASA UNIVERSITY

(Formerly Himgiri Zee University) Dehradun

**Post Joining Format for New Faculty/Staff**  
**(To be submitted in 15 days from Date of Joining in the Registrar Office)**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

S. No.	Purpose of Meeting	Meeting Officer	Meeting Date	Signature of Officer
1.	Introduction	Vice Chancellor		
2.	Introduction	Registrar		
3.	Introduction	Finance Officer		
4.	Introduction	General Manager Admin & Projects		
5.	Introduction	Controller of Examination		
6.	Introduction/Allotment of Subjects/Time Table/ Departmental Works	Concerned Dean/HOD		
7.	For generation of Official Email ID	Mr. Manish Thapliyal (IT)		
8.	For Photo Identity-Card	Mr. Arpit Agarwal		
9.	For Library Card/ Books Issuance	Ms. Hina Dora (Assistant Librarian)		
10.	For Opening of Bank Account	Mr. Navin Joshi (Accounts Department)		
11.	For Staff Accommodation	(Head Administrative)		
12.	Transport/Uniform	(Head Administrative)		

NOTE: Kindly attach a copy of individual Time-Table.

Date of Submission

Verified by HR Dept.

---

## 16.Non Teaching Employee Leave Application Form



JIGYASA UNIVERSITY, DEHRADUN

(Formerly Himgiri Zee University)

**LEAVE APPLICATION FORM** (To be filled by Applicant. All fields are mandatory)

Name:

Designation:

Department:

Type of Leave (Please tick): Casual / Earned / Privilege / Medical / LWP/Comp Off

Dates of leave(s):

Total days:

Expected date of joining duty:

Leave(s) taken in the Current month:

Leave Address:

Contact No:

Purpose of Leave:

Name of substitute(s) to engage classes/performing duties with details of date and time. Please mark NA if not applicable: .....

S.No	Name	Date	Signature

**Note:** Teacher will make entry in his/her work load log of these classes.

Date of submitting leave form: .....

**Signature of Applicant**

Recommendations of Dean/ HOD, considering other university duties. Reasons must be mentioned if not being recommended.

.....

Dean/HOD

**FOR OFFICE USE ONLY**

Leaves Balance: CL..... SL..... EL..... PL.....

Admn. Asstt.

HR DEPARTMENT

VICE-CHANCELLOR

## 16.1 Non Teaching Employee Leave Application Form



JIGYASA UNIVERSITY, DEHRADUN

(Formerly Hingiri Zee University)

**LEAVE APPLICATION FORM** (To be filled by Applicant. All fields are mandatory)

Name:.....Designation:.....

Department: .....

Type of Leave (Please tick): Casual/Earned/Privilege/Medical/LWP

Dates of leave(s): From.....to..... Total days:.....

Expected date of joining duty:.....

Leave(s) taken in the Current month:.....

Leave Address:.....

Contact No:.....Purpose of Leave:.....

Name of substitute(s) to engage classes/performing duties with details of date and time. Please mark **NA** if not applicable: .....

Course /Class	Date	Time	Subject	Name of Teacher (Substitute)	Signature

**Note:** Teacher will make entry in his/her work load log of these classes.

Date of submitting leave form: .....

**Signature of Applicant**

Recommendations of Dean/HoD, considering other university duties. Reasons must be mentioned if not being recommended. .... **Dean/HoD**

**FOR OFFICE USE ONLY**

Leaves Balance: CL.....SL.....EL.....PL.....

**Admn.Asstt.**

**HR DEPARTMENT**

**VICE-CHANCELLOR**

## 17. Employee Exit Interview Form



**JIGYASA UNIVERSITY**  
(Formerly Hingiri Zee University)

1. Employee <u>Name</u> :		Designation:
2. Resignation letter received on:		
The reasons for his / her Resignation? (Please tick the appropriate box & provide comments)		
Reason Specified	<input type="checkbox"/>	Comments
Higher remuneration outside	<input type="checkbox"/>	
Job dissatisfaction	<input type="checkbox"/>	
Work overload	<input type="checkbox"/>	
Dissatisfaction with recognition	<input type="checkbox"/>	
Unresolved grievances	<input type="checkbox"/>	
Working hours	<input type="checkbox"/>	
Transport difficulties	<input type="checkbox"/>	
Professional Growth	<input type="checkbox"/>	
Domestic responsibilities	<input type="checkbox"/>	
Higher education	<input type="checkbox"/>	
Starting own business	<input type="checkbox"/>	
Marriage	<input type="checkbox"/>	
Resettling in different city / town	<input type="checkbox"/>	
Others (Please specify)	<input type="checkbox"/>	
3. Any other reason for Resignation?		
4. Organization / Company he proposes to join.		
5. To be relieved <u>on</u> :	Employee Signature:	



# JIGYASA UNIVERSITY, DEHRADUN

(Formerly Himgiri ZEE University)

## 17.1 NO DUES FORM

### No- Dues Form for Faculty & Staff Members

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Resigned on \_\_\_\_\_

Date of leaving \_\_\_\_\_

Completion of Contract /Tenure \_\_\_\_\_

Date of Submission: \_\_\_\_\_

S.No	Department	Dues	Signature of Department Head
1	Head & Dean (after Takeover of the charge)		
2	Accounts		
3	IT		
4	Library		
5	Examination Department		
6	Admin. (Accommodation/Hostel)		
7	HR		
8	Registrar Office		
9	Vice Chancellor		

Forwarded

**Sr. Manager HR**

**Vice Chancellor**

## 17.2. Hand Over Report

Mention the primary and secondary responsibilities handled by the employee

Pending Task and assigned to whom

### Files

In Desktop / Laptop

If files are in personal Laptop to be saved in Dept Server or Drive

S.No	File Path	Purpose

Hardcopy Files

S.No	File Path	Purpose

Files Related to University Portfolio

S.No	File Path	Purpose

Files Related to Dept Portfolio

S.No	File Path	Purpose

Students related files or details if any

Question Papers/ Answer keys/Marks etc of all the related exams submitted or not

---

### 17.3 Hand Over Undertaking

Any other details

I hereby certify that the \_\_\_\_\_ has submitted all the documents

related to her work and we can relive him/her. I also confirm that I have verified all the data till date is ok and within my safe custody.

Dean

Date:

(The Same handover format to be used in case of Deans however, the signatory will be the Human Resources Office /Vice Chancellor)

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## 18 PERFORMANCE APPRAISAL FORM

❖ PERFORMANCE APPRAISAL FORM TEACHING STAFF (Academic Year)



# JIGYASA UNIVERSITY

## Jigyasa University

### PERFORMANCE APPRAISAL FOR TEACHING STAFF

(Appraisal Period April 20 25 - March 2026)

Name of Faculty	
Designation	
Department/School	
Date of Joining the University	
Period of Assessment	

Scale Range	Level
Between 90-100	Excellent
Between 70-89	Very Good
Between 50-69	Good
<u>Between 30-49</u>	Average
Less than 30	Poor with PIP

## Part A: Teaching-Learning and Evaluation

S.NO	<u>Performance Metrics</u>	Key Metrics	Weightage	MAX Capping	Self-Appraisal by faculty	Committee Evaluation
1	Feedback from students on faculty Teaching	Excellent (>90%)	4	4		
		Very Good (€ 75-90 %)	3			
		Less than 75%	2			
2	Practicing of Innovative teaching	Development of Pedagogical aides (PPT) / Lab manuals	2	5		
		Engagement and Participation—( Class Attendance)	2			
		Improvement in students' critical thinking and problem-solving abilities	1			
3	Academic Performance	Average Result of courses taught (in %)	3	3		
4	Compliance with University Processes	Academic Integrity	1	5		
		Adhering to employment contracts and job responsibilities	1			
		Maintaining accurate and timely communication with university officials	1			
		Regularity and <u>punctuality</u> in taking class	2			

5	leave <b>University Examination Process</b>	Sincerity in University Examination System: Submission of Question papers and solution on time	4	8		
		Timely submission of question paper and award sheet in the examination office	4			
6	<b>Maintaining of Course file</b>	Detailed course outline, objectives, and learning outcomes.	1	5		
		Copies of lecture slides, handouts, and other instructional materials	1			
		Copies of all assignments, quizzes, and exams given during the course	1			
		Analysis of student performance on assessments.	1			
		Documentation of updates and revisions to the course content and structure.	1			
7	<b>Syllabus designed and mapping as per Outcome Based Education (<u>OBE</u>)</b>	Description of Course Educational Objective <u>    </u> (CEOs) and Course Outcome	6	15		
		Mappings with POs and PEOs	6			
		Preparation of Evaluation Scheme as per OBE norms	3			
8	<b>School Deans Remarks</b>	Attitude, Behaviour, proactiviness etc.	5	5		
<b>TOTAL MARKS</b>				<b>50</b>		

## PART-B Research and Innovation

<u>Performance Metrics</u>		Key Metrics	Weightage	MAX-Capping	Self-Appraisal by Faculty	Committee Evaluation
1	Research Paper published (In Scopus/SCI/ PubMed/Naas/ Web of Sc.)	1st/ Corresponding Author	2			
		2nd Author or With Ph.D. Scholars (as Guide / Co-Guide)	1			
		Score				
2	Paper published in Conference proceedings and UGC Care Journals	1st/ Corresponding Author	2			
		Other Author and <u>with Ph.D.</u> Scholars (as Guide / Co-Guide)	1			
		Score				
3	Authored/Edited Book / BOOK Chapter(s) Published (ISBN) (Text/Reference) with reputed publisher only.	1st Author	2			
		2nd Author	1			
		Other Author	0.5			
		Score				
4	BOOK Chapter(s) Contributed in edited books (ISBN) with reputed publisher only.	1st Author	2			
		2nd Author	1			
		Score				

5	Patent Published/Granted /	1st Author	2	10		
		Other Author up to 5th only	1			
		Score				
6	Funded Project(s) from GOI or Seed Funded Project(s) submitted /received	GOI Project submitted	1			
		GOI Project Received	3			
		JU Seed Project submitted	1			
		JU Seed Project Received	2			
		Score				
7	Participation/organization: Conference/Seminar/Workshop etc.	National ( <u>Oral</u> presentation/Participation only)	2/1			
		International (Oral presentation/Participation only)	2/1			
		Jigyasa University	1			
		Organizing member	1			
		Score				
8	Ph.D. Supervised/Co Supervised	Scholar Awarded within 4 Years	2			
		Scholar Awarded after 4 Years	1			
		Score				

**Part-C Self Development Initiatives (with Jigyasa University Affiliation only)**

<u>Performance Metrics</u>	<b>Key Metrics</b>	<b>Weightage</b>	<b>MAX Capping</b>	<b>Self-Appraisal by faculty</b>	<b>Committee Evaluation</b>
<b>Self-Credential Uplifting</b>	No. of MOOCs courses attended	2	<b>10</b>		
	Award/Recognition received (Invited Speakers/Chief Guest/Session Chair/Judge/Ph.D. Examiner/Committee members etc.)	2			
	No. of FDP/MDP (attended)	2			
	No. of Programs Organised (As Member/Coordinator/Convener/etc.)	2			
<b>TOTAL MARKS</b>			<b>10</b>		

**Part D. Institutional Building: Additional Responsibility (if any)**

<u>Performance Metrics</u>	Key Metrics	Weightage	MAX Capping	Self-Appraisal by faculty	Committee Evaluation
Institutional Building	Involvement as Core member at <u>University</u> level Cells/ <del>Centers</del> i.e. TIPS/Academics/Functional Team/IQAC/Research Cell/Admission/ etc. Or any other activity or contribution for the upliftment of the university. (Kindly Mention)	15 ( <u>3</u> each)	30		
	Part of any Central Committee of the University i.e. Academic Committees/Cultural & Social Events committee/Sports/ etc. Or any other activity or contribution for the upliftment of the university. (Kindly Mention)	15 ( <u>3</u> each)			
<b>FINAL MARKS ACHIEVED</b>		<b>By Self-Appraisal:</b>			<b>Committee Evaluation</b>

**Declaration:** I affirm that all the information provided above is accurate and truthful to the best of my knowledge. I understand and accept full responsibility for any inaccuracies or misrepresentations in the information shared.

**Signature of the Faculty:**

**Appraisal Committee:**

## 18.1 PERFORMANCE APPRAISAL FORM NON- TEACHING STAFF



### JIGYASA UNIVERSITY (Formerly Himgiri Zee University)

#### PERFORMANCE APPRAISAL NON-TEACHING STAFF (Appraisal Period April 2025 –March 2026)

Scale Range	Level
Between 90-100	Excellent
Between 70-89	Very Good
Between 50-69	Good
Between 30-49	Average
Less than 30	Poor with PIP

Name of the Employee	
Employee Code	
Designation	
DOJ	
Department/School/Other Sections	
Name of Appraiser	

#### COMPETENCIES ASSESSMENT –RATINGS & COMMENTS

	CATEGORY	Marks	Self-Rating	Appraiser's Rating
1.	<b>Professional Competence</b>			
1.1	Job Knowledge	15		
1.2	Willingness to accept additional responsibilities	10		
1.3	Learning Skills and initiatives	10		
1.4	Confidentiality & Work Ethics	10		
1.5	Diligence and sense of responsibility	05		
2	<b>Soft Skill Competence</b>			
2.1	Communication & Computer Skills	15		

2.2	Coordination ability	10		
2.3	Discipline & Punctuality	10		
2.4	Interpersonal Relations	10		
2.5	Integrity & Behaviour	05		
	<b>Total Score(outof100)</b>	<b>100</b>		
	Signature			

**3. Additional Responsibility Handled– (Attach Separate Sheets If Required)**

.....  
 .....

4.OVERALLEVALUATION					
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	Poor
5.Any outstanding contribution made by the Employee: (To be Filled by Employee)					
6.Special remarks, if any, by the Reporting Officer:					
Date:			SIGNATURE OF THE REPORTING OFFICER		
7.Special remarks, if any, by the Human Resources Manager:					
Date:			SIGNATURE OF THE HUMAN RESOURCES MANAGER		
8.Remarks if any, by Vice Chancellor:					
Date:			SIGNATURE OF THE VICE CHANCELLOR		

# 11. Travelling Allowance Chart

## Jigyasa University - Traveling Allowance Chart



# JIGYASA UNIVERSITY

(Formerly Himgiri Zee University)

Extd. Under The Uttarakhand Private Universities (Amendment) Act, 2024 (Uttarakhand Act No. 05, 2024).  
Recognised by UGC Under Section 2(F) of 1956 Act

TA/DA RULES W.E.F. 01.04.2025

### CATEGORY OF EMPLOYEE (REGULAR, CONTRACTUAL & CONSULTING)

- A. Vice Chancellor
- B. Dean/Registrar/Chief Financial Officer/Director Admission/Head HR
- C. Associate Professor/Control of Examinations/Finance Manager/Head-Admin/TPO
- D. Assistant Professor/Librarian/Assistant Registrar/Deputy Registrar/Assistant Manager
- E. Faculty in-charge Teaching Associate/Teaching Assistant Sr. Counselors/Counselors/Executives
- F. Electrician/Plumber/Driver/Office Attendant/Lab Assistants/Receptionist

#### Accommodation and Subsistence Allowance

Category	Entitlement	Hotel Allowance (INR)	Subsistence Allowance/DA (INR)	Own Stay Arrangement Allowance (INR)
A	Air/Train-I-AC/II-AC/III-AC/AC Bus/AC-Taxi	6000	2000	1000
B	Air/Train-I-AC/II-AC/III-AC/AC Bus/AC-Taxi	4500	1500	600
C	Train-I** -AC/II-AC/III-AC/AC Bus/AC-Taxi**	3000	1000	500
D	Train-III-AC/AC Bus/AC** -Taxi	2000	800	400
E	Train-III-AC/AC Bus	1500	700	400
F	Train 2 <sup>nd</sup> Sleeper/Non-AC Bus	1000	600	400

For the purpose of claiming of local conveyance, the entitlement is as under: -

Category	Entitlement	
	Four-Wheeler	Two-Wheeler
A	@ Rs. 12.00 per km	NA
B	@ Rs. 10.00 per km	NA
C	@ Rs. 10.00 per km	@ Rs. 5.00 per km
D	@ Rs. 10.00 per km	@ Rs. 5.00 per km
E, F	@ Rs. 10.00 per km	@ Rs. 5.00 per km

This notification supersedes the earlier notification in this regard.

Any changes will be communicated to employees promptly.

CC:

1. Office Vice Chancellor for kind information
2. Registrar
3. All Faculty & Staff
4. HR
5. Finance

For Jigyasa University

Vice Chancellor

**Vice Chancellor**  
**Jigyasa University**

(Formerly Himgiri Zee University)

Post Office Selaqui, Chakrata Road  
Dehradun, Uttarakhand 248011

**20**

**ERP  
SNAPSHOTS**

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# 20.1 Leave Application

← → ↻ ju.gabis.in/hr/leave 🔑 🔍 ☆ 📄 | P School ⋮

Add New Leave ✕

**Leave Type**  **Leave Duration**  **Date\***

**Subject\***  **Upload Application**

**Reason\***

**Alternate Person**  **Request To \***



- Dashboard
- Employee
- Marketing
- Notification
- HR
  - Leave Type master
  - Deduction
  - Holiday
  - Leave Type
  - Leave
  - Employee
  - Attendance
  - Salary Ledger
  - Direct Leave
  - Deduction Ledger
  - Payroll

### Direct Leave

Home / HR / Direct Leave

Add New Leave

From Start Date: 28-09-2025 To Start Date: 28-10-2025 Status: Pending Employee: All Employee

Filter Reset

Excel

Search:

S.No	Employee Name	Leave For	Subject	Remark	Added Date	Action By	Action Date
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Showing 0 to 0 of 0 entries

Previous Next

Add New Leave

Employee: All Employee Leave Type: Leave Duration: Full Day

Date\*: dd-mm-yyyy Subject\*

Close Save

# 20.2 Document Master List (DML)

ju.gabis.in/hr/policy

My Profile

**Document Master List (DML)** Add New Document

Home / HR / Document Master List (DML)

Excel Search:

S.No	Name	Action
1	Leave Form	
2	Gate Pass	
3	ID Card Form	
4	Half Day Short Leave Gate Pass	

Showing 1 to 4 of 4 entries

Previous **1** Next

- Dashboard
- Employee
- Marketing
- Notification
- HR**
  - Leave Type master
  - Deduction
  - Holiday
  - Leave Type
  - Leave
  - Employee
  - Attendance
  - Salary Ledger
  - Direct Leave
  - Deduction Ledger
  - Payroll

# 20.3 Comp-Off & Miss Punch

- Dashboard
- Employee
- Marketing
- Notification
- HR
  - Leave Type master
  - Deduction
  - Holiday
  - Leave Type
  - Leave
  - Employee
  - Attendance
  - Salary Ledger
  - Direct Leave
  - Deduction Ledger
  - Payroll

## Comp-Off & Miss Punch

Home / HR / Comp-Off & Miss punch

Add New Entry

From Start Date: 28-09-2025 To Start Date: 28-10-2025 Type: All Status: Pending Employee: All Employee

Filter Reset

Excel

Search:

S.No	Employee Name	Approval Taken from	Leave For	Leave Type	Date	Status	Remark	Added Date	Action By	Action Date	Action Remark	Action
No data available in table												

Showing 0 to 0 of 0 entries

Previous Next

# 20.4 NOTIFICATION

ju.gabis.in/dashboard

Navigation: Dashboard, Employee, Marketing, Notification, HR

**HUMAN RESOURCE**  
Administration  
Your ID: JU3301 / Biometric

Leaves Awaiting Approval: 0

Reporting Senior: Dr.Shankar Ramamoorthy

**JIGYASA UNIVERSITY**  
(Formerly Himgiri Zee University)

Ref. No: JU/Exam/2025/312 Date: 24.09.2025

**NOTIFICATION**

Revised Unfair Means (UFM) committee has been constituted for the Mid Term examination, scheduled for October 06, 2025 to October 15, 2025.

The committee consists of:

Sr. No	Name	Designation
1.	Dr. Vivek Devvrat Singh	Member
2.	Mr. Subodh Chaudhary	Member
3.	Dr. Meenakshi Verma	Member
4.	Dr. Esha Vatsa	Member
5.	Dr. Amit Kumar	Member Secretary

Controller of Examinations

Cc:  
1. Hon'ble Vice Chancellor.  
2. Registrar  
3. Committee Member  
4. Record File

*[Signature]*  
Controller of Examinations  
Jigyasa University  
(Formerly Himgiri Zee University)  
Post Office: Selezui, Chakrata Road,  
Dehradun - Uttarakhand 240211

PO- Selezui, Chakrata Road, Dehradun-248011, Uttarakhand, India  
Toll Free No. 18001804183

Academic calendar  
October 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
19	20	21	22	23	24
25					

Notification of the UFM Committee (Mid Term Examination).

