

# MSRUAS EMPLOYMENT REGULATIONS



**RAMAIAH  
UNIVERSITY**  
OF APPLIED SCIENCES

**M. S. Ramaiah University of Applied Sciences**

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# CHAPTER 1: MSRUAS

## 1.1 Preamble

M. S. Ramaiah University of Applied Sciences is established in 2014 under ***M. S. Ramaiah University of Applied Sciences Act, 2012***. These **Regulations** summarize the human resources policies and practices approved by the University for implementation across the University. These **Regulations** may be cited as the “**MSRUAS Employment Regulations**” (hereinafter the “**Employment Regulations**”).

## 1.2 Mandate of the University

The mandate of MSRUAS is stated in the University’s Statutes. These are:

1. The provision of higher education, promotion of research and advancement in learning by providing industry training, consultancy and technology/product incubation;
2. Dissemination of knowledge and providing the opportunity of acquiring higher education to all persons including persons with disabilities regardless of race, political opinion, colour, gender or other attribute.

## 1.3 Vision

***“MSRUAS aspires to be the premier university of choice in Asia for student centric professional education and services with a strong focus on applied research whilst maintaining the highest academic and ethical standards in a creative and innovative environment”***

## 1.4 Mission

Our purpose is the creation and dissemination of knowledge. We are committed to creativity, innovation and excellence in our teaching and research. We value integrity, quality and teamwork in all our endeavors. We inspire critical thinking, personal development and a passion for lifelong learning. We serve the social, cultural and economic needs of our community and society.

## 1.5 Objectives

1. To disseminate knowledge and skills through instruction, teaching, training, seminars, workshops and symposia in Engineering and Technology, Art and Design, Management and Commerce, Hospitality, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to equip students and scholars to meet the needs of industry, business and society.
2. To generate knowledge through research in Engineering and Technology, Art and Design, Management and Commerce, Hospitality, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to meet the challenges that arise in industry, business and society.



3. To promote the health and well-being of humans and provide holistic healthcare.
4. To provide technical and scientific solutions to the problems posed by industry, business and society in Engineering and Technology, Art and Design, Management and Commerce, Hospitality, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences.
5. To instil the spirit of entrepreneurship in our youth to help create more career opportunities in society by incubating and nurturing technology product ideas and supporting technology backed business.
6. To identify and nurture leadership skills in students and help in the development of our future leaders to enrich the society we live in.
7. To develop partnerships with universities, industries, businesses, research establishments, NGOs, international organisations and governmental organisations in India and abroad to enrich the experiences of faculty members and students through research and development programmes.

## 1.6 Values of the University

All members of the University should adhere to the values of the University in all dealings at or related to the University consistent with and as required, by virtue of their positions in the University, and in keeping with the principles of justice, equity, fairness and the pursuit of excellence. These values include:

1. Maintaining the highest levels of integrity and ethics in teaching, administration and research activities of the University;
2. Affording equal opportunity to all persons irrespective of caste, creed, gender or ethnicity;
3. Supporting the cultural, economic and social welfare of the citizens of the country;
4. Sustaining a diverse student and academic community committed to merit and equity as the fundamental principles and extending support to students and staff to realize their full potential;
5. Maintaining a safe and harmonious learning and working environment within the University.

## 1.7 University Logo



## 1.8 University Governance, Management and Administration

1. The **Board of Governors** is the principal governing and policy-making body of the University responsible for all strategic decision making.
2. The **Board of Management** is the principal, executive body of the University which, subject to the control of the Board of governors, manages and administers the revenues and property of the University and conducts all the administrative affairs of the University not otherwise provided for.
3. The **Academic Council** is the principal, academic, policy-making body of the University. The

Academic Council shall, subject to the provisions of the Act and the Statutes have control over and responsibility for the maintenance of standards of instruction, education and examinations and conferment of under-graduate and post-graduate degrees, diplomas and other awards and titles in the University.

4. The **Research and Innovation Council** is the principal authority to organize, promote and disseminate research related activities in the University. The Research & Innovation Council shall, subject to the provisions of the Act and the Statutes have control over and responsibility for the maintenance of standards of instruction, education and examinations and conferment of all degrees for the doctoral research programmes in the University.
5. The **Skills and Vocational Training Council** is the principal authority to have control over and responsibility for the maintenance of standards of instruction, education, examinations and conferment of under graduate and post-graduate degrees, diplomas and other awards and titles in the University for all Skills and Vocational Training Programmes in the University.
6. The **Finance Committee** is the principal, financial decision-making authority of the University and shall deal with all matters pertaining to its finances and property.
7. The **Chancellor** is the head of the University and is the Chairperson of the Board of Governors.
8. The **Vice Chancellor** is the Chief Executive Officer of the University, accountable to the Chancellor and the Board of Governors and is the academic and administrative Head of the University.

# CHAPTER 2: INTRODUCTION

## 2.1 University Administrative Registry

These **Regulations** have been prepared, by the University's Administrative Registry. The mandate of the Registry is to manage and develop the Human Resources of the University apart from other statutory functions. The University **Registrar** (hereinafter the "Registrar") is the head of the Registry and in terms of the Statutes has the following powers and responsibilities:

1. To enter into and sign all contracts as defined in the Statutes on behalf of the University.
2. To authenticate records on behalf of the University;
3. To have custody of all official documents and the University's common seal.
4. To publish the Calendar, legislation and official records of the University as required by any statute, regulation or resolution of the Board of Governors; and
5. To be Secretary to the Board of Governors, the Board of Management and the Finance Committee and to perform any other duties imposed by any statute, regulation or resolution of the Board of Governors.
6. To plan, organize, create, develop, monitor and support the Human Resources needs of the University.

## 2.2 Purpose, Accessibility and Revision of the Regulations

### 2.2.1 Purpose

1. To consolidate all Human Resource policies, procedures and practices in one document for ease of reference;
2. Define the obligations and rights of the University as the Employer;
3. Define the obligations and rights of the employees of MSRUAS; and,
4. Serve as a reference framework for the management of Human Resources in the University.

### 2.2.2 Accessibility

The Chief Manager – Human Resource and Staff Welfare shall make available the **Regulations** to all the employees of the University.

### 2.2.3 Revision

The **Regulations** shall be reviewed from time to time. Any employee or organ of the University may communicate in writing the need for revision or addition to any part of the **Regulations**. Such recommendations shall be communicated to the Chief Manager – Human Resources and Staff Welfare who will present them to the **Registrar** of the University. The **Registrar** will study the recommendations and in consultation with the Vice Chancellor decide upon the need for any revisions. All revisions will be incorporated into the **Regulations** from time to time.

## 2.3 Interpretation

The interpretation and enforcement of these **Regulations** shall vest in the University, whose interpretation shall be final in so far as it does not conflict with the **M.S. Ramaiah University of Applied Sciences Act, 2012**, the **Statutes** and the relevant laws governing employment and labour in India

## 2.4 Provisions

1. These **Regulations** will be cited as the **MSRUAS Employment Regulations (“the Regulations”)** as approved by the Board of Management.
2. These **Regulations** shall constitute the University’s Terms and Conditions of Service for all categories of its employees. It shall complement and be read together with the employment contract and other **University Policies** and **Regulations** made there under and all relevant laws of India that may be in force at any given time. In case of a conflict between the Law and these **Regulations**, the Law shall prevail.
3. If any matter arises that is not covered by these **Regulations**, it shall be brought to the attention of the Chief Manager – HR and Staff Welfare for consideration and inclusion in the subsequent editions of the Manual.
4. Matters not covered by these **Regulations** but covered by other University policies approved by the relevant University Authority/Council/Board shall be binding on all employees as if it were part of these **Regulations**.

## 2.5 Implementation

### 2.5.1 Responsibility

The overall implementation of these **Regulations** is vested with the Human Resource Department.

### 2.5.2 Commencement

These **Regulations** shall come into force from the date of its approval by the **Board of Management**.

## **CHAPTER 3: GUIDING PRINCIPLES**

### **3.1 Leadership**

The University's leadership vests with the Vice Chancellor who shall be responsible for:

1. Communicating the University's goals and values
2. Facilitating teamwork, collaboration, and partnership
3. Rewarding achievement of desired outcomes
4. Supporting continuous learning and improvement
5. Encouraging innovation and the capacity to respond to change

In doing so, the University shall encourage each employee to take active responsibility for working towards achieving the mission and vision set out for the University.

### **3.2 Quality of Employment**

The University is committed to creating a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages maintaining a balance between work and personal commitments.

### **3.3 Compensation, Reward and Recognition**

The University's compensation program shall be administered fairly and equitably strengthening the tie between pay, performance and organizational success.

### **3.4 Continuous Learning and Development**

The University values and supports continuous learning, while stressing that continual learning is a core responsibility of each employee. To that end, the University will direct its efforts towards providing structured development that integrates the University's mission, both organizational and individual needs and performance expectations.

## CHAPTER 4: EMPLOYMENT

### 4.1 Employee Relation

MSRUAS will endeavor to provide its employees with work conditions, compensation and benefits that are competitive with those offered by other employers in the education sector in India. If any employee has any concerns about work conditions or compensation he/she is strongly encouraged to bring these to the attention of the HR Department. The University seeks to demonstrate its commitment to employees by making every effort to respond effectively to employee concerns.

### 4.2 Equal Employment Opportunity

MSRUAS is an equal opportunity employer and appointment to all positions in the University service shall be based on merit, qualification and abilities. The University will not discriminate in employment opportunities and practices based on race, color, gender, state, origin, age or any other characteristic protected by law. This policy governs all aspects of employment including, selection, job assignment, compensation, discipline, termination and access to benefits and training.

The University Registry shall be responsible for all appointments at all levels except as provided for otherwise.

Any employee with questions or concerns about any type of discrimination in the work place are encouraged to bring the issue(s) to the attention of HR Department. Anyone found to be engaging in any type of unlawful discrimination and/or spreading rumors shall be subject to disciplinary action including termination of employment.

### 4.3 Terms of Employment

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

#### 4.3.1 Full-time Employees

Full-time Employees are those that are confirmed in service with the University and may not accept any other gainful employment while in the service of the University. Full-time employees may normally work up to the age of superannuation which is 60 years subject to other provisions contained in these **Regulations**. Eligibility conditions for such appointments are stipulated in **Chapter 9** of the Manual.

#### 4.3.2 Contractual Terms

University staff appointed on contractual basis shall be governed by the terms of the contract signed between them and the University. Such staff may be given the option to change status from permanent terms to contractual terms, and vice-versa through application and consideration for approval by an authorised University authority. The decision for such a change lies solely with the authorised authority.

### **4.3.3 Part-time/ Adjunct Terms**

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

### **4.3.4 Casual Terms**

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

### **4.3.5 Honorary Terms**

University staff engaged on honorary terms shall be entitled only to Honorariums or other specific remuneration approved on a case-by-case basis. Honorary staff are usually persons of academic and/ or professional distinction as determined by the authorised University authority.

### **4.3.6 Deputed Terms**

Appointments on Adjunct Terms shall be the type of employment where a member of staff of one department may render services to another department on agreed terms. The Head of the Department in consultation with the Dean of the respective Faculty (Director of Directorate) shall be responsible for such types of deputations. Such assignments shall not entitle a staff member for any additional benefits both financially and non-financially.

## **4.4 Categories of Employees**

Employees of the University shall comprise the following categories:

### **4.4.1 Academic (Teaching) Staff**

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

1. Professor Emeritus;
2. Professor;
3. Associate Professor;
4. Assistant Professor;
5. Teaching Assistant & Tutors;
6. Research Fellow; and
7. Research Assistant

### **4.4.2 Academic (Non-Teaching) Staff**

These staff are usually staff engaged in support roles for academic teaching and research operations.

### **4.4.3 Administrative and Technical Staff**

These staff are usually engaged in administrative, training, consultancy and other functions of the University.

## 4.5 Minimum Qualifications for Appointment

The minimum qualifications of a person to be appointed at M. S. Ramaiah University of Applied Sciences to a teaching position will be as per UGC/ Dental Council of India/ Pharmacy Council of India or any other statutory body as the case may be. The University may establish its own minimum qualification requirement for all other positions. All the appointments at M. S. Ramaiah University of Applied Sciences shall be done through the “**Staff Recruitment and Selection Committee**” constituted by Vice Chancellor from time to time. The decision of the Committee relating to recruitment and selection shall be deemed final.

## 4.6 Recruitment Procedure

### 4.6.1 Vacancies

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

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

### 4.6.2 Notification of Vacancies

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

### 4.6.3 Methods of Filling Vacancies

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

#### 4.6.3.1 Promotions

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

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

#### 4.6.3.2 Advertising

Where the concerned Dean of a Faculty or Director of a Directorate is satisfied that there is no qualified candidate from within the department/unit to fill the vacancy, they shall recommend that the vacancy be advertised. The advertisement may be made within the University or externally if it is believed that the position cannot be filled up from candidates within the University. The Human Resource Department shall release advertisement for recruitment for Teaching/ Non - teaching posts in leading newspapers or other media giving applicants at least 30



days' time from the date of publication of the advertisement. The advertisements shall also be uploaded onto the Website of the University. *The job advertisements shall contain sufficient details about the positions advertised, the type of person required and other relevant information.*

#### **4.6.3.3 Secondment**

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

#### **4.6.3.4 Re – appointment**

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

#### **4.6.3.5 Other appropriate methods**

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

### **4.6.4 Application**

All persons seeking employment with the University shall do so through a written application addressed to the Chief Manager – Human Resources in the published format.

### **4.6.5 Processing Applications and Short Listing**

1. Applications for Teaching / Research / Non - teaching positions shall be received by the University Registry and shall be scrutinized by the Chief Manager – Human Resource in consultation with the Vice – Chancellor/ PVCs / Deans of Faculty/ Directors of Directorates as per the minimum requirement criteria set by the University.
2. Short listing of applicants shall be the responsibility of the Human Resource Department. The Chief Manager – Human Resource and Staff Welfare shall co-ordinate the exercise in close consultation with the concerned Faculty/ Department as the case may be.
3. The short-listing shall always be guided by agreed criteria as well as the provisions in the advertisement or other job related factors as may be considered relevant by the University. Meeting the minimum requirements stipulated in the advertisement shall not automatically entitle a candidate to be shortlisted.
4. Short-listing shall be done within a reasonable period normally not exceeding **one month** from the closure of receiving applications.
5. Short-listed applicants shall be given reasonable notice for attending interviews specifying the time and place of interview by email or other communication.

### **4.6.6 Call for Interview**

The short listed candidates shall be sent an interview invite through electronic mail specifying the time, place of interview and requirements for interview. The candidate may be called on his personal number intimating him about the interview. Additionally the candidate may also be sent an SMS message.

#### 4.6.7 Interview Procedure

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

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

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

#### 4.6.8 Evaluation Procedure

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

#### 4.6.9 Selection

Candidates with the highest score shall be provisionally selected and may be called for a second/ further round of interview/discussions. The Vice Chancellor and Registrar shall discuss with the candidate regarding rules and **Regulations** of work in the University. If the candidate is agreeable to the terms and conditions, he/she shall be issued an “Offer Letter”. On acceptance by the candidate he/she shall be issued a formal “Contract of Employment”. The candidate is normally expected to collect the Contract of Employment within **three days** of its issue and return an acknowledged copy to the University within five days of acceptance of the appointment order. In case the candidate fails to submit the acknowledgement within the stipulated time, his/her appointment with the University may be subject to cancellation.

#### 4.6.10 Submission and Verification of Documents

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

#### 4.6.11 Impersonation or Falsification of Documents

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

### 4.7 Background Check

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

### 4.8 Induction/ Orientation

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

1. Induction is mandatory to properly initiate all new staff (whether hired, promoted or transferred) into their new tasks.
2. The induction programme shall be arranged by the University Registry and the Dean of the relevant Faculty/ Director of the Directorate. The induction programme is usually spread over three days.

The Orientation shall be of following types:

#### 4.8.1 Employee Orientation

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

#### 4.8.2 Faculty and Department Orientation

In addition to the orientation conducted by University Human Resource Department, new employees shall be provided further orientation at the Faculty and Departmental level under which he/ she is recruited. Each Faculty will have a **“Staff Induction Training Committee”** constituted by the Dean of the respective Faculty for providing orientation to new joiners. In case of a Directorate the Director will be responsible to provide the orientation to the new staff member. In this orientation, new employees will be familiarised with the role that the Faculty and the Department/ Directorate plays in the functioning of the University and how his/her position contributes to the functioning of the Faculty and Department/ Directorate. In addition, it is expected that supervisors shall review the following subjects with each new employee:

1. The employee's job duties and responsibilities;
2. The operational policies and procedures of the Faculty and Department (e.g., lunch hours and reporting of absences including the use of sick and vacation time);
3. The functions and activities of the department;
4. The teaching pedagogy including framing of assignment and question paper and evaluation schemes of the University
5. The quality of services that the Faculty and the Department is expected to provide to the students, parents, visitors, and the public;
6. The physical layout of the office, the building and immediate vicinity, and all other relevant work areas;
7. The University Information Security Policy and Guidelines; and
8. Any other applicable departmental policies.

## 4.9 Probation Period

Probation shall mean a prescribed period which an employee has to serve prior to being confirmed in the University's service on permanent terms. The probation period shall give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. MSRUAS shall use this period to evaluate the employee's capability, work habits, and overall performance. During this period the employee shall be considered to be a temporary employee and satisfies to the following conditions:

1. With the exception of certain employees, all other employees are required to serve the probation period as agreed in the contract of employment.
2. The probation period may be extended for an additional period (s) in cases where the employee's performance is not up to acceptable standard or fitment to the job could not be evaluated in the probation period.
3. An employee shall not be employed for a probation period of service on more than one occasion by the University unless he/she is engaged for work of a different nature.
4. During the probationary period a contract of employment may be terminated by either party by giving not less than one month's notice of termination, or by payment of one month's gross salary (i.e. Basic + BA + HRA) in lieu of notice.
5. Notwithstanding the provisions of (1) above, the University may waive the whole or part of the probation period of service in certain cases especially where the employee has performed prolonged service beyond the normal probation period.
6. An employee is not entitled to any other benefits of the University or to be promoted during the probationary period of service.
7. The probation period maybe extended by the number of days an employee takes leaves during his/her probation period.

## **4.10 Confirmation**

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

1. The employee shall, through the Head of the concerned department, submit an application, a Curriculum Vitae and a statement of achievements to the Dean of the respective Faculty (or Director in the case of a Directorate), one month before the expiry of the probationary period.
2. The Dean of the respective Faculty (or Director in the case of a Directorate) shall evaluate the employee's performance during the probation period and where the performance of the employee, due for confirmation, is found satisfactory, shall forward to the Chief Manager – Human Resource, a recommendation that the employee be confirmed.
3. Where the Head of the Department/Dean of the Faculty/Director of Directorate finds the performance of the employee due for confirmation to be unsatisfactory, the Head of the Unit shall so inform both the Chief Manager – Human Resource and the employee in writing and indicate clearly his/her recommendation.
4. Confirmation in all cases shall be processed within the probationary period of an employee. In the event that this is not done and the probationary period expires, the employee shall be entitled to have their confirmation back dated to the date it was first due.

## **4.11 Service Book**

A Service Book shall be maintained by the Chief Manager – Human Resource for all employees of University which shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the required by the Human Resource Department.

## **4.12 Employment of Foreign Nationals**

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

## **4.13 Employment of Minors**

No person under the age of eighteen (18) shall be employed by M. S. Ramaiah University of Applied Sciences and its associates working for the University.

## **4.14 Employment of Relatives**

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

1. Close relatives and members of the same household shall not be employed in positions where one has supervisory responsibility for the other or makes employment decisions pertaining to the other. Close relatives are defined as the employee's spouse, parents, parents-in-law, grandparents, brothers, sisters, brothers- or sisters-in-law, sons- or daughters-in law, uncles, aunts, nieces, nephews, children, or grandchildren.
2. In situations where two employees become close relatives by marriage and one has supervisory responsibility over the other or makes employment decisions pertaining to the other, one of the individuals shall be required to effect a transfer or be terminated within ninety (90) days of the marriage.

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

#### **4.15 Employment of MSRUAS Students**

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

However PhD students of MSRUAS may be offered Part time teaching positions in the University. Any such offers made to a PhD student shall not make him/her an employee of the University.

# CHAPTER 5: POLICY STATEMENT AND CODE OF CONDUCT

## 5.1 General Policy

### 5.1.1 Policy for Differently Abled

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

### 5.1.2 Policy for Drug and Alcohol Free Workplace

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

1. Abide by the University's policy on prohibited substances; and
2. Inform the University if he/she is convicted for possessing / using drugs within five days of conviction.

An employee convicted for felony, misdemeanour or drug/ alcohol violation shall face strong disciplinary actions which may include termination of employment. If reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee shall be required to undergo a medical test and suitable disciplinary action shall be taken thereafter. Smoking on campus is strictly prohibited.

### 5.1.3 Policy for Sexual Harassment/ Gender Bias

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

This policy shall apply to all students and employees of the University as well as to others who participate in the University's programmes, activities and employment in both on-and off-campus settings. An offender shall be dismissed if found guilty. Unwelcome sexual advancements, requests for sexual favours and other verbal or physical conduct of sexual nature constitute sexual harassment including:

1. Physical contact and advances; or
2. Demand or request for sexual favours; or
3. Sexually coloured remarks; or
4. Showing Pornography; or
5. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

#### **5.1.4 Policy for Soliciting/ Canvasing**

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

#### **5.1.5 Policy for Attendance**

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

#### **5.1.6 Policy for Time – Keeping**

The BIO-enabled time recording tool shall be used by all staff members to record time of entry & exit. Accurately recording time worked shall be the responsibility of every employee. State laws require MSRUAS to keep accurate record of time worked in order to calculate employees' pay and benefits. Time worked shall be all the time actually spent on the job performing assigned duties.

Time keeping shall also be maintained by an Attendance Register which the employees have to sign daily as their attendance. This is done for keeping a track of employees' and associate members' punctuality which will lead to their performance analysis.

Altering, falsifying, tampering with time records shall result in strict disciplinary action, up to and including termination of employment.

#### **5.1.7 Policy for Conflict of Interest**

An employee of the University shall avoid actual or apparent conflicts of interest between his/ her University's obligations/ responsibilities and outside activities.

Transaction with outside organizations shall be conducted within the framework established and controlled by the Vice chancellor of the University. Any dealings with outside organizations should not result in unusual gains for those organizations. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain shall require Vice Chancellor's approval.

#### **5.1.8 Outside Employment**

Employees shall not hold any type of outside employment/assignment/responsibility either for personal interest or for public interest as long as they are an employee of MSRUAS.

In case of any request for special type of service from any other organization, the employee shall be liable to take a formal written permission from the Dean of the Faculty/ Director of a Directorate stating clearly the type of activity and the outcome of such special activity. Special requests shall include Guest Lectures, Chairmanship of committees or working in any other capacity outside the University.



### 5.1.9 Personal Relationship at Work Place

MSRUAS prohibits employees from displaying a dating/ romantic relationship in the premises of the University. In case of actual or potential problems arising due to such behaviours, MSRUAS shall take prompt action such as reassignment or transfer to another department or even termination from employment. Employees & Associated Staff members shall refrain from work place displays of affection or excessive personal conversation. This policy shall apply to all the employees and associated members of the University without regard to gender.

### 5.1.10 Work Ethics

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

### 5.1.11 Non – disclosure Agreement

The protection of confidential business information and trade secrets is vital to the interests and the success of MSRUAS. Such confidential information shall include but is not limited to, the following examples:

1. Compensation data
2. Pending projects and proposal
3. Computer processes
4. Research and development strategies
5. Computer program & codes
6. Scientific data
7. Any published/ unpublished research data
8. Marketing strategies
9. Computer lists
10. Scientific formulae
11. Technological data
12. Scientific prototypes
13. Customer/ clients lists
14. Financial information
15. Human Resource Strategies
16. New market research

All employees and associated members shall be required to sign a **“Non-Disclosure, Non Solicitation, Confidentiality and Non-Compete Agreement”** as a precondition of employment. Employees or associated members who improperly use or disclose trade secrets or confidential business

information shall be subjected to legal action/ disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. The “**Non-Disclosure, Non Solicitation, Confidentiality and Non-Compete Agreement**” shall be a part of the Contract of Employment which employees shall confirm at the time of accepting employment.

## 5.2 Employee code of Conduct

### 5.2.1 Misconduct

All employees shall follow the **Rules** and **Regulations** and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected by the University. Offences such as the following (but not limited to) when committed shall constitute misconduct and will attract disciplinary action:

1. Drunkenness on duty;
2. Sleeping/dozing while on duty
3. Consumption of illegal drugs;
4. Wilful insubordination or disobedience and refusal to take lawful orders;
5. Refusal, negligence or omitting to perform one’s official duties and/or discharge official responsibilities duly assigned;
6. Incompetence or inefficiency in the performance of prescribed duties;
7. Persistent late coming and/ or absence from duty without permission;
8. Use of abusive or insulting language or behaviour or assault;
9. Boisterous or disruptive activity in the workplace;
10. Acts or omissions that are prejudicial to the proper performance of duties or the University’s image or status, whether within or outside the University;
11. Misuse of or damage to University property;
12. Slander;
13. Tendencies of discrimination;
14. Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour;
15. Abscondment from duty;
16. Breaching or contravening the University’s prescribed operating rules, **Regulations** and procedures likely to cause financial loss or damage of University property;
17. Persistent failure or negligence of a Head to enforce discipline or follow prescribed University rules, procedures and standing instruction;
18. Theft, fraud, or embezzlement of University’s funds and property;
19. Unauthorized access or removal, alteration, mutilation or destruction of University documents, records, or information;
20. Taking part in strike/ hartals/gherao;
21. Acts likely to endanger the safety or life of or which may result in injury to another person, including gross negligence or misconduct, violence or fighting;
22. Soliciting or accepting bribes;
23. Plagiarism; and
24. Non adherence to any other policies of the University

### 5.2.2 Gross Misconduct

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

### 5.2.3 Disciplinary Measures

There shall be four principal forms of disciplinary measures namely: warning, suspension, termination and dismissal depending on the gravity of the offence. The University shall exercise its discretion to impose disciplinary measures upon an employee for misconduct as it may consider appropriate. The Head of the Department (Manager or GM of a Directorate) shall bring to the notice of the Dean of the Faculty (Director of a Directorate), any case of misconduct of his/her department staff member. The Dean of the Faculty (Director of a Directorate) shall immediately bring to the notice of the Chief Manager – Human Resource & Staff Welfare regarding such misconduct from his/ her Faculty. The **“Staff Disciplinary Committee”** constituted by the Vice Chancellor shall decide upon all cases of such misconduct.

#### 5.2.3.1 Warning

The **“Staff Disciplinary Committee”** will send warnings to the staff member of the University accused of misconduct. There shall be three types of warning.

1. **Verbal warning:** shall be given once to a first time offender deemed to have committed a light offence.
2. **Written warning:** shall be given where an employee who fails to correct his/her behaviour or commits another offence after being given a verbal warning. A written warning shall specify:
  - The identified deficiencies or inadequacies and improvements required;
  - Any recommendations to assist the employee reform
  - The period within which an employee must show improvement beyond which subsequent disciplinary action shall be taken.
3. **Second written warning:** shall be served as the final warning and shall be given where an employee has failed to achieve the improvement required within the given period.

#### 5.2.3.2 Suspension

The power to suspend services of an employee shall be vested in the Vice – Chancellor or Registrar and CFO on behalf of Vice - chancellor.

1. Failure of an employee to reform after the second written warning, shall lead to suspension on no pay for a period not exceeding 15 days or the duration of an inquiry whichever is shorter.
2. An employee shall also be suspended from duty on such terms and conditions as the **“Staff Disciplinary Committee”** deems fit, where such an employee has been apprehended on account of an offence that requires investigations or is charged in a court of law or is remanded pending criminal proceedings.
3. The **“Staff Disciplinary Committee”** shall take a decision in the case of a suspended employee within a stipulated period or on the conclusion of an inquiry into the case, whichever is earlier.

#### 5.2.3.3 Termination

The power to terminate the services of an employee shall be vested in the Vice – Chancellor or Registrar and CFO on behalf of Vice - chancellor.

1. The employee's contract may be terminated with or without notice if the University believes that the continued employment of such a person would prejudice or affect other employees' performance or compromise the University's interest.
2. Termination shall be with such benefits as the University shall decide in all cases.

#### 5.2.3.4 Dismissal

The power to dismiss services of an employee shall be vested in the Vice – Chancellor or Registrar and CFO on behalf of Vice - Chancellor.

1. Both gross misconduct and gross neglect of duty are punishable by dismissal from employment.
2. An employee who is dismissed from service as a result of criminal conviction shall neither be given notice nor paid salary in lieu of notice
3. An employee who is dismissed following suspension shall forfeit any other benefits he is liable to receive from the University.
4. The provision in (3) above shall not apply to personal contributions made by employees to any terminal benefits scheme(s).

### 5.2.4 Grievance Procedure

1. An employee with a grievance shall present it to the Head of the Department (Manager or GM of a Directorate) in writing for resolution.
2. Where the Head of Department (Manager or GM of a Directorate) fails to resolve the grievance within a stipulated number of working days, such grievance shall be referred to the Dean of the Faculty (Director of a Directorate) who shall handle the grievance and shall conclude it within a stipulated number of working days.
3. Where the Dean of the Faculty (Director of a Directorate) fails to resolve the grievance, such grievance shall be forward to “**Staff Grievances and Redressal Committee**” constituted and chaired by the Registrar and CFO. The **Committee** shall resolve the grievance of the employee within the stipulated number of working days from the date of receipt of the grievance from the respective Dean of the Faculty (Director of a Directorate). The decision of the **Committee** shall be deemed final.

In each of the cases the employee shall be notified/ intimated by a written communication from the Head of the Department (Manager or GM of a Directorate)/ Dean of a Faculty (Director of a Directorate)/ **Staff Grievances and Redressal Committee** as the case maybe.

### 5.2.5 Employees Facing Criminal Charges

1. Where criminal proceedings are instituted against an employee in any court of law, no proceedings for his or her dismissal upon any grounds involved in the criminal charge shall be taken or proceeded with until the conclusion of the criminal proceedings and the determination of any appeal therefrom.
2. Nothing in these **Regulations** shall be construed as prohibiting or restricting the authorised officer of the University, the power to suspend such an employee.

3. Any employee convicted and proved guilty of a criminal offence shall be immediately dismissed.

### 5.2.6 Personal Appearance

During office hours or when representing MSRUAS, the employees are expected to present a clean, neat and tasteful appearance. Employees shall dress and groom according to the requirements of their position and accepted social standards. This shall be particularly true if the job involves dealing with visitors in person. The following personal appearance guidelines should be followed:

1. Bermudas and shorts do not represent appropriate professional attire.
2. Unnaturally coloured hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
3. Offensive body odour and poor personal hygiene is not professionally acceptable.
4. Facial jewellery, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and shall not be permitted during office hours.
5. Multiple ear piercing (more than one ring in each ear) are not professionally appropriate and must not be worn during office hours.
6. Visible tattoos and similar body art must be covered during office hours.

### 5.2.7 Gratuities

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

### 5.2.8 Employee Code of Conduct and Progressive Discipline

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

#### 5.2.8.1 Teachers and their Responsibilities

Whoever adopts teaching as profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore every teacher should see that there is no incompatibility between his/her percept and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

As teaching faculty, you shall:

1. Adhere to a responsible pattern of conduct and demeanour expected of you by the community;
2. Manage your private affairs in a manner consistent with the dignity of the profession;
3. Seek to pursue professional growth continuously through study and research;

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

#### **5.2.8.2 Teachers and Students**

As teaching faculty, you shall:

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

#### **5.2.8.3 Teachers and Colleagues**

As teaching faculty, you shall:

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

#### **5.2.8.4 Teachers and Authorities**

As teaching faculty, you shall:

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

#### **5.2.8.5 Teacher and Non-Teaching Staff**

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

#### **5.2.8.6 Teachers and Guardians**

As teaching faculty, you shall:

1. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefits of the institution.

#### **5.2.8.7 Teachers and Society**

As teaching faculty, you shall:

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

#### 5.2.8.8 General Code of Conduct

1. In order to foster an environment which encourages high standards of learning, teaching and research, we believe that both personal and academic integrity are critical. The University expects all Individuals to conduct themselves with uncompromising integrity in both, personal and academic life.
2. Further, members should lead by example and not indulge in practices such as biased evaluations, partiality during coursework, plagiarism, and unfair research practices. You will not indulge in any violent, riotous behaviour. Disciplinary action may be taken against any individual violating of this Code.
3. The University encourages students, faculty and staff members to uphold values such as integrity and honesty. The University strongly disapproves of corruption in all its forms. The University believes that giving and receiving bribes constitute corrupt practices that are strictly prohibited.
4. The university at the same time acknowledges that giving gifts is also a culture of expressing appreciation; illustratively a gift given as a memento after a seminar or guest lecture. Recognizing these circumstances, the University believes that receiving or giving gifts up to a value of Rs. 1000/- is acceptable practice.
5. Wherever there is an instance of receiving or giving gift in excess of Rs. 1000/-, the concerned individual shall report this to the Registrar and act on the basis of the advice of the Registrar.
6. Intimidating/blackmailing/harassing/threatening any person to do any act in favour of the person threatening is also deemed to be corrupt practice.
7. Equal Employment- It is the policy of the University to provide equal employment opportunities for all applicants and employees in compliance with all applicable laws. This applies to all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, training and promotion.
8. Free Speech-The University is committed to providing an environment that fosters academic enquiry and expression of ideas. Individuals are entitled to express their views provided such views are not contrary to this Policy, provisions of the Constitution or any applicable law. This freedom comes with the basic expectation of responsible behaviour specifically in upholding the confidentiality of certain information that the person may be privy to.
9. Retaliation-The University prohibits retaliatory action or reprisal against an individual for reporting an incident of discrimination or harassment or being a witness in any inquiry on discrimination or harassment. Retaliatory action includes but is not limited to intimidation, unjustified grading and performance reviews, denial of promotion, threat of expulsion and termination, expulsion and termination.
10. Consensual Relationships-The University does not permit such Consensual Relationship between members or between member and student in which direct interaction exists. In the event such a Consensual Relationship exists, the member or the student involved must report the relationship to the Registrar. If the parties to the relationship express an intention to the Registrar to continue in the relationship, the member and the student will decide amongst themselves which one of them will resign from either teaching / administering role or from being enrolled, in that programme due to which the interaction between them exists.



11. Violation of any of the provisions of this code of conduct by any of the employee shall result in taking stringent disciplinary action including, but not limited to termination of employment.

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

### 5.2.9 Work Place Etiquettes

University shall strive to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behaviour in the work place may be disruptive or annoying others. Many of these day- to-day issues may be addressed by politely talking with co-workers to bring the issue to his or her attention.

The University encourages all employees and associate members to keep an open mind and graciously accept constructive feedback or a request to change behaviour that may be affecting another employee's ability to concentrate in work.

Some work place etiquettes are listed below. However, there may be many more such work place etiquettes.

1. Return copy machine and printer settings to their default settings after changing them.
2. Replace paper in the copy machine and printer paper trays when they are empty.
3. Be prompt when using the manual feed on the printer.
4. Keep the area around the copy machine and printers orderly and clean.
5. Be careful not to take or discard others' print jobs or faxes when collecting your own.
6. Avoid public accusations or criticisms of other employees.
7. Try to minimize unscheduled interruptions of other employees while they are working.
8. Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or work space.
9. Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open area.
10. Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not distract others.
11. Minimize talking between work spaces or over cubicle walls. Instead, conduct conversations with others in their workspace.

12. Try not to block walkways while carrying on conversations.
13. Refrain from using inappropriate language (swearing) that others may overhear.
14. Monitor the volume when listening to the music, voicemail, or a speaker phone that others can hear.
15. Clean up after yourself and do not leave behind waste or discarded papers.

### **5.3 Political Activity**

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

### **5.4 Revelations**

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

## CHAPTER 6: JOB RELATED POLICY

### 6.1 Hours of Work

#### 6.1.1 Workweek

For full time employees of the University the regular workweek at MSRUAS shall consist of **six (6)** days from Monday through Saturday. The hours of work will be separately notified. During the employment process, applicants shall be informed of the number of hours in the regular workweek and anticipated variations caused by cyclical workloads in the hiring department.

For part time and other employees, the regular workweek represents the minimum hours that an employee is expected to work as defined in their employment contracts. As part of the employee's job responsibilities, exempt staff may be required to work at special University/Faculty/Departmental events including but not limited to University Events/ Ceremonies. Non-exempt staff who volunteer to work at special University/Faculty/Departmental events including but not limited to University Events/ Ceremonies shall do it at their prerogative and shall not be entitled to receive any extra remuneration.

#### 6.1.2 Meal Period

For all employees of the University, meal periods shall be for **forty five (45)** minutes. The employees shall have to strictly adhere to the time period.

#### 6.1.3 Tea Period

For all employees of the University, there shall be two tea periods one in the morning and the other in the afternoon.

#### 6.1.4 University Holidays

MSRUAS has its own defined leaves for an academic year. The list of holidays will be published on the first day of the year and will be circulated to all the employees.

#### 6.1.5 Variation in Work Schedules

This provision applies to instances in which an employee's work schedule may be changed on either a temporary or ongoing basis. Such a change may result from workload variations in the employee's department or an employee's request for a change in work schedule for personal reasons. A change to an employee's work schedule must be recommended by the employee's Head of Department (Manager or GM of a Directorate) and approved by the Dean of the Faculty (Director of a Directorate) and the same must be intimated to University Human Resource Department. In case of employees at University level, the University Human Resource Department shall be the approving authority for any changes in the work schedules. Employees whose work schedules must be changed on a temporary or ongoing basis for unanticipated reasons shall be notified as far in advance as is practical under the conditions that resulted in the change. Employees who desire a change in their work schedule for personal reasons shall have to submit a written request to their reporting authority. The Dean of a Faculty (Director of a Directorate) and Vice Chancellor of the University shall be the approval

authority at Faculty level and University level respectively. Requests may be denied on the basis of departmental needs and other reasonable considerations. The decision shall be communicated in writing to the employee. The Deans (Directors) shall have to notify the University Human Resource Department in writing of any approved change in work schedule.

#### 6.1.6 Overtime

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

Each such instance will have to be recommended by the respective Head and approved by the Dean of the Faculty (Director of the Directorate).

## 6.2 Attendance

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

### 6.2.1 Absence from Work

Unauthorised absence from work shall be considered as misconduct and strict official action shall be initiated. For an unscheduled absence, employees shall personally notify their Head of the Department as soon as possible of the absence but not less than **one (1)** hour after the start of the workday. If an employee is absent from work for **Eight (8)** consecutive scheduled workdays and has not notified his or her supervisor of the unscheduled absence, the employee shall be considered to have resigned voluntarily from the University. Employees failing to return to work by the expected return date after an approved absence shall be considered to have resigned voluntarily as of the date of the expected return.

# CHAPTER 7: PROMOTIONS AND TRANSFERS

## 7.1 General

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

### 7.1.1 Eligibility

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

### 7.1.2 Other Provisions

Internal job applicants applying for open positions shall do so through the University Registry and shall inform the Head of the Department/ Dean of the Faculty/ Director (of a Directorate) of such action when an interview is scheduled with the hiring department. Employees applying for open positions should submit a completed **Promotion and Transfer Application** form along with their recent resume to the University Human Resource Department within the prescribed date of application. The University Registry shall obtain a written reference from the internal candidate's current supervisor before an offer of employment is extended to the candidate.

In general, if a qualified internal candidate and one (1) or more external candidates are relatively equal with respect to their qualifications, hiring preference shall be given to the internal candidate provided that such action is consistent with the University's commitment to affirmative action.

## 7.2 Academic/ Research Staff

### 7.2.1 Promotion Objectives

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

### 7.2.2 Requirement of PhD as a prerequisite of Promotion

The qualification of PhD or its equivalent for the positions of Associate Professor and Professor shall be mandatory for promotion from the position of Assistant Professor. No Assistant Professor of the University, without a PhD degree or its equivalent, shall be promoted to Associate Professor or Professor on the basis of his experience or capability. This policy shall not apply to any academic staff member of the University who is on part time or casual employment with the University.

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

### 7.2.3 Exemption to PhD requirement for Clinical Staffs

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

### 7.2.4 Promotion Procedure

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

8. The “**Staff Performance Appraisal Committee**” shall provide marks to the various performance indicators during the appraisal and the weighted average shall constitute the net marks obtained by a staff member. The weights will be given on two basis: Quantity and Quality.

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

Sl. No.	Promotion of Teachers	Service Requirement	Minimum Academic Performance Requirements/ Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professors with Ph.D. and completed four years of service in Stage 1 <b>OR</b> Assistant Professors with M.Phil. and completed five years of service in Stage 1 <b>OR</b> Assistant Professors with PG degree and completed six years of service in Stage 1	a. Minimum API scores using PBAS scoring proforma developed by the University b. One orientation and one Refresher/ Research Methodology course of 2/3 weeks duration c. Screening cum verification process for recommending promotion
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professors with Ph.D. and completed three years of service in Stage 2 <b>OR</b> Assistant Professors with M.Phil./ PG Degree and completed five years of service in Stage 2	a. Minimum API scores using the PBAS scoring proforma developed by the University b. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. c. Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage3) to Associate Professor (Stage4)	Assistant Professors with Ph.D. or equivalent and three years of completed service in Stage 3	a. Minimum API scores using the PBAS scoring proforma developed by the University b. At least eight publications in the entire period as Assistant Professor. However, in the case of University teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph.D. Holders. c. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills

			development Programmes and Faculty Development Programmes. d. A selection committee process as stipulated in these <b>Regulations</b>
4	Associate Professor (Stage4) to Professor/ equivalent cadres (Stage 5)	Associate Professor with Ph.D. and three years of completed service in Stage 4.	a. Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the University b. A minimum of five publications since the period that the teacher is placed in Stage 3. c. A selection committee process as stipulated in these <b>Regulations</b>

**Note: Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively as per 6<sup>th</sup> Pay Commission**

### 7.2.6 The Promotion Criteria

The promotion criteria for the University staff may be composed of the following elements:

1. Years of relevant experience
2. Academic/professional qualifications
3. Performance Appraisal
4. Added advantage the University shall have by promoting the staff member
5. Conduct

However, the “**Staff Performance Appraisal Committee**” may vary the promotion criteria, from time to time.

### 7.3 Re - Designation

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

### 7.5 Seniority of Staff Members

Seniority of the staff members in the University shall be determined as under:

1. Seniority of a staff member in the University shall be determined on the basis of the date of appointment and length of continuous service in the University
2. The Head of a Department shall be considered senior to other staff members of the department only for the period during which he holds the said post.
3. As between the permanent staff and the temporary staff, the permanent staff shall be considered senior irrespective of the length of service.



4. Seniority among temporary staff members shall be determined on the basis of their dates of joining duties and length of service.
5. In respect of staff members whose length of continuous service is the same, the member drawing higher salary shall be treated as senior and as between two staff members whose length of service and the salary are the same, the staff member senior in age shall be treated as senior.
6. Notwithstanding anything contained in the aforesaid clauses, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to an Assistant Professor, an Assistant Professor senior to a Teaching Assistant/ Research Scholar/ Demonstrator.

## CHAPTER 8: LEAVES AND VACATION POLICY

### 8.1 Continuous Service

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

### 8.2 Types of Leaves

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

### 8.3 Definitions and Interpretations

1. A day means a calendar day for purposes of all leave calculations.
2. Half a day leave shall mean either absence in the morning session or afternoon session.
3. Leave, of any type, availed on a Saturday shall be treated as a full-day's leave.
4. A month shall be considered equivalent to 30 days for calculations of cash equivalents of all leave that is considered encashable.
5. For all calculation purposes the "**Leave Year**" shall be considered from 1<sup>st</sup> August each year to 31<sup>st</sup> July of the next year.

### 8.4 Leave Matrix

The Leave Matrix is attached as **Annexure 8.1**

#### 8.4.1 Duty Leave

1. Duty leave of a maximum of 30 days in an academic year may be granted for the following:
  - a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
  - c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;

- d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
  - e) For performing any other duty for the university.
2. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.
  3. The leave shall be granted on full pay.
  4. Duty leave may be combined with earned leave or extraordinary leave at the discretion of the leave sanctioning authority.
  5. Duty leave shall be given also for attending meetings in the UGC, DST, etc. where a staff member is invited to share expertise with academic bodies, government or NGO.

#### 8.4.2 Study Leave

1. Study leave may be granted for entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/Faculty DPE&S/ or any other staff member as set out in the **Annexure 8.1** after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
2. The University may grant or deny study leave to any employee keeping in mind the availability of vacant positions for teachers and other cadres in the university.
3. Study Leave may be granted with or without pay. This decision is solely the discretion of the University.
4. The maximum period of study leave is three years. Study Leave of One year shall be given in the first instance which may be extended by one year each for two more instances, if and only if there is adequate progress as reported by the Employee's immediate supervisor.
5. Study leave shall be granted by the Vice Chancellor of the University on the recommendation of the concerned Dean of the Faculty. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Vice Chancellor is satisfied that such extension is unavoidable on academic grounds or necessary and in the interest of the university.
6. Study leave shall not be granted to a staff member who is due to retire within five years of the date on which he/she is expected to re-join duty after the expiry of study leave.
7. Study leave shall not be granted more than twice during one's career.  
**Provided that**, under no circumstances, shall the maximum of study leave admissible during the entire service exceed five years.
8. No staff member, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without prior permission of the Vice Chancellor. In the event, the course of study falls short of study leave sanctioned, the staff member shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Vice Chancellor to treat the period of shortfall as ordinary leave has been obtained.
9. The amount of scholarship, fellowship or other financial assistance that a staff member, granted study leave, has been awarded may not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the

pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the University, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the staff member, the salary would be forfeited.

10. A staff member granted study leave may on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No staff member shall however, be eligible to receive arrears of increments.
11. Study leave may count as service for pension/contributory provident fund, provided the staff member joins the university on the expiry of his/her study leave.
12. Study leave granted to a staff member shall be deemed to be cancelled in case the staff member does not meet the necessary requirements of his/ her research/ study during the leave.  
**Provided that** where study leave granted has been so cancelled, the staff member shall not be eligible to apply again for such leave.
13. A staff member availing himself/herself of study leave shall undertake in writing that he/she shall serve the university for a continuous period of at least five years to be calculated from the date of his/her resuming duty on expiry of the study leave.
14. After the leave has been sanctioned, the staff member shall, before availing himself/herself of the leave, execute a Service Agreement in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause above and give appropriate security including immovable property to the satisfaction of the University Human Resource Department or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish the security of two permanent staff members for the amount which might become refundable to the university in accordance with sub-clause above.
15. The staff member shall submit to the University Human Resource Department, six monthly reports of progress in his/her study from his/her supervisor or the Head of the Institution. This report shall reach the University Human Resource Department within one month of the expiry of every six months of the study leave. If the report does not reach the University Human Resource Department within the specified time, the payment of leave salary shall be deferred till the receipt of such report.
16. An employee on study leave shall not take up part time/full time job anywhere else. If any employee is found to be employed during study leave, the University will take disciplinary action against such employee including termination of service and recovery of salary paid during the study leave period.

### 8.4.3 Sabbatical Leave

1. Permanent, whole-time teachers of the university who have completed ten years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

2. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
3. A teacher, who has availed study leave, shall not be entitled to sabbatical leave.  
**Provided** further that sabbatical leave shall not be granted until after the expiry of seven years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.
4. A teacher may, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
5. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.  
**Provided** that in such cases the Academic Council/ Research and Innovation Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
6. In accordance with the Clause 5 above the period of leave may also count as service for purposes of pension/contributory provident fund **provided** that the teacher re-joins the university on the expiry of his/her leave.

#### 8.4.4 Casual Leave

1. Total casual leave granted to all the employees including part-time Faculty members in an academic year shall be in accordance with the Leave Matrix in **Annexure 8.1**.
2. Casual leave will be credited at the beginning of the Leave Year for eligible employees who are on the payroll at that time. For employees who join during the year Casual leave will be credited on pro-rata basis from the date of joining.
3. Casual leave cannot be combined with any other kind of leave. However, casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
4. Grant of Casual Leave shall be subject to the approval of the Head of the Department/Dean or other approving authority as the case may be.
5. Unused Casual leaves will not be carried over to the subsequent calendar year under any circumstances. Casual Leave entitlements in any year should be availed within the same calendar year.
6. Not more than 3 days of contiguous Casual leaves can be availed at a time.
7. Casual Leave may be taken for half day also.
8. Casual leave availed on Saturdays shall be deemed to be one full day.
9. In addition, Special Casual Leave to the extent mentioned below, may also be granted subject to the approval of the University and submission of Medical Certificate issued by registered medical practitioner:
  - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and

- b) To a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 calendar days.

#### 8.4.5 Earned Leave

1. Earned leave admissible to a staff of the university shall be in accordance with the leave matrix in **Annexure 8.1**
2. For purposes of computation of period of actual service, all periods of leave except casual and duty leave shall be excluded.
3. Earned leave at the credit of a staff member shall not accumulate beyond 240 days.
4. The minimum earned leave that can be availed at a time shall be 4 days.
5. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
6. Any exceptions to the above will require prior written approval of the leave sanctioning authority. For avoidance of doubt, it may be noted:
  - a) When a staff member combines vacation with earned leave, the period of vacation shall be reckoned as leave.
  - b) Encashment of earned leave shall be allowed to University staff members as follows:

**Teaching staff:** At the time of leaving and provided employee has completed a minimum of 10 years of service encashable up to a maximum of 240 days of leave at credit.

**Non-teaching staff:** Once in a block period of 2 years.

**Calculation of Earned Leave Encashment:** For the purpose of earned leave encashment, last drawn Basic Pay and Dearness Allowance shall be considered. The formula of earned leave encashment is = (last drawn Basic pay + DA)/30 days\*No. of days of earned leave.
  - c) Intervening holidays and weekly offs will be treated as part of Earned leave.
  - d) Earned leave shall be credited to all the permanent employees at the beginning of each year and for those employees who join the University pro-rated earned leave will be credited on confirmation of their service.

#### 8.4.6 Commuted (medical) Leave

1. All permanent employees of the University may be entitled to 10 days of Commuted Leave, or part thereof, in a Leave Year depending on the date of confirmation.
2. The employees covered under Employees State Insurance Act shall be governed by the provisions of this Act.
3. Commuted leave will be credited to all the permanent employees account on the first day of the leave year and for those employees who are confirmed subsequently will be credited on pro-rata basis on the date of confirmation.
4. A written request (oral in exceptional cases) shall have to be submitted to the reporting authority for availing Commuted leave due to illness or injury.
5. An employee availing Commuted leave for more than 2 consecutive days shall submit a Medical Certificate issued by a registered medical practitioner upon resumption of duty. The services of the University's medical officer/ hospital may be utilized for this purpose.

6. Scheduled Absences: Planned absences and other excused absences with or without pay shall be approved on request only in advance. Medical appointments and scheduled surgery shall also have to be approved by the Head of the Department/ Dean of the Faculty or any other Sanctioning Authority as the case shall be.
7. Unscheduled Absences: In case of sudden illness or other unexpected circumstances, an employee shall notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.
8. Leave availed on Saturdays shall be deemed to be one full day's leave.
9. Unused medical leaves can be carried forward into the subsequent years for a maximum period of 160 days and is not encashable.

#### **8.4.7 Extraordinary Leave**

1. A permanent staff member may be granted extraordinary leave when:
  - a) No other leave is admissible; or
  - b) Other leaves are not admissible and the staff member applies in writing for the grant of extraordinary leave.
2. Extraordinary leave may or may not be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - a) Leave taken on the basis of medical certificates;
  - b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the staff member, such as inability to join or re-join duty due to civil commotion or a natural calamity, provided the staff member has no other kind of leave to his credit;
  - c) Leave taken for pursuing higher studies; and
  - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
3. Extraordinary leave may be combined with any other leave except Casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed one month (30 days) except in cases where leave is taken upon producing a medical certificate.

#### **8.4.8 Maternity Leave**

1. Maternity leave, on full pay, shall be granted to a female staff member for a period not exceeding 180 days each instance, to be availed twice in the entire career. Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female staff member in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
2. Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

#### **8.4.9 Paternity Leave**

Paternity leave of 15 days may be granted to male, full time permanent staff members during the confinement of their wives and such leave shall be granted only up to two children and subject to production of medical certificate issued by registered medical practitioner.

#### **8.4.10 Compensatory Leave**

1. Staff members who have been asked to work on holiday maybe entitled to Compensatory leave for an equal number of days that they have worked.
2. Compensatory leave cannot be combined with casual leave.
3. Compensatory leaves cannot be carried over to the next calendar year.
4. Compensatory leaves cannot be encashed.



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

### 9.1 Staff Pay Scales and Grades

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

### 9.2 Condition of Service of Appointment at the University

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

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

### 9.3 Work Load of University Staff Members

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

### 9.4 Publication System of the University

1. The Research Coordinator of the concerned Faculty will receive all the Publication requests in soft form and communicate the University's decision when the formalities are completed. The Research Coordinator of the concerned Faculty will maintain the record of submitted manuscripts in e-form under the headings:
  - a) Journal;
  - b) Conference;
  - c) SASTECH; and
  - d) Dental and Orofacial Research
2. Furnishing the necessary information regarding the publications and the conference participation to HR Department of the Faculty will be the responsibility of the Research Coordinator of the concerned Faculty and the Coordinator – **Publications and Outreach Committee** needs to be contacted for this purpose.
3. The Research Coordinator of the concerned Faculty will forward the submission requests to the Coordinator – **Publications and Outreach Committee** for quality check, other routine checks and for facilitation. The **Publications and Outreach Committee** may request the corresponding author to make a brief presentation before clearing the manuscript if needed. After receiving favourable recommendations from the **Publications and Outreach Committee**, an e-mail clearance will be sent to the Author, HOD and Supervisor (if applicable) by the Research Coordinator of the concerned Faculty.
4. The received manuscripts will be placed in the common folder 'Research Department' (a specified server in each Faculty) which is open to all members and students of a given Faculty. It is expected that any authorship grievance should be brought to the notice of the Research Coordinator of the concerned Faculty within 15 days of placing the manuscript in the common folder.
5. The Research Coordinator of the concerned Faculty will continually update the status of the submissions until the manuscript appears in print.
6. Publication in journals on payment (Article Processing Fee) is not encouraged. While the author has to ensure the journal is adequately reputed, the **Publication and Outreach Committee** also provide advice and guidance in this respect.
7. SASTECH/Dental and Orofacial Research publications will be independently handled by Editorial Committees of the respective Journals. Nevertheless, the editor will provide the list of papers published by MSRUAS faculty/students to the Research Coordinator of the concerned Faculty for compiling the overall list.
8. (a) Every Ph.D. scholar is expected to publish at least one paper in a reputed journal or at least two in conference proceedings prior to submission of the thesis.

(b) Every Faculty member is expected to publish at least one paper, on an average, in a reputed journal per annum and another one in a reputed conference proceedings.

## 9.5 Conference attendance

1. Since many of the conference organizers make the attendance mandatory for the publication of the article, the University will try to support the travel and subsistence of the participant subject to the availability of funds. The Scholars and Faculty members are encouraged to use Travel Funds from sponsored, grants-in-Aid, collaborative or consultancy projects for which they are working instead of depending on institutional funds. The applications needs to be submitted to the Research Coordinator of the concerned Faculty in this regard.
2. Allowances (TA/DA)
  - a) Local conferences:
    - i) Registration amount not exceeding Rs. 5,000/- will be paid by the University and only the presenter will be supported.
    - ii) A all-inclusive subsistence allowance of 500/- will be paid per conference to the presenter. Original receipt for the Registration amount and a self-certified receipt for the subsistence expenditure have to be given to the Research Coordinator of the concerned Faculty after attending the conference.
  - b) National (non-local) Conferences:
    - i) Registration amount not exceeding Rs 5,000/- will be paid by the University and only the presenter will be supported.
    - ii) Travelling will be supported with the limit set at A/C 3 tier fares by the shortest, normal route
    - iii) Accommodation and subsistence charges should be borne by the presenter. The participant, after return should provide the original receipt for the Registration from the conference organizers, copy of the ticket for travel.
  - c) International Conference:

International travel to attend a conference will be permitted only if there is a project support. Therefore the details of allowances will be decided on a case by case basis based on the norms set by the sponsor, collaborative agreements etc.

## 9.6 University Publications

1. Publication of SASTECH/ Dental and Orofacial Research journal is the responsibility of the respective Editorial Committee. It may draw outside experts in the committee if needed.
2. Publication of 'Book of Abstracts' (of Student Projects) and 'Reflections' (a magazine dedicated to bringing out the highlights of the Academic and Research achievements of the University) is the responsibility of the respective Publication Committees. Both are published annually.

## 9.7 Constitution of the Publication Committee

The Publication and Outreach Committee will be constituted as described in the Non Statutory Committee Manual.

## **9.8 Training programmes for Teaching/ Training/ Supporting staff members**

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

## **9.9 Submission of proceedings / documents related to training programs**

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

## CHAPTER 10: STAFF INCENTIVE AND WELFARE

### 10.1 Staff Insurance and Medical Schemes

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

### 10.2 Incentive Schemes

M. S. Ramaiah University of Applied Sciences will devise incentive schemes for all its staff members engaged in the following activities:

1. Going out of University and providing Corporate Training Programmes
2. Providing Corporate Training Programmes at the University premises
3. Providing training at the University (ATP/ MTP)
4. Providing proficiency courses at the University
5. Taking part in delivering seminars and workshops
6. Offering technical services to Technocentre
7. Writing research proposals and bringing grants
8. All other staff who achieve above the specified target for the given year

The details of the scheme are appended in **Annexure 10.2**

### 10.3 Higher Education Support to Employees of the University

Members of the University Staff having the requisite, minimum qualification can opt for higher studies either in the University or any other University for:

1. Acquiring the next higher degree
2. Doctoral Programme leading to Ph. D. Degree
3. Post-Doctoral Programme
4. Any specialized training programme of certain duration in India or abroad

Interested staff members are required to make an application to the Vice Chancellor of the University through the Dean of the Faculty (or Director of the Directorate). The Vice Chancellor may form a committee to study the request of the candidate for higher education/training and will communicate the University's acceptance or otherwise of the candidate's request for support together with the relevant terms and conditions of such approval.

In general the University shall follow the following policy in regard to Ph.D. programmes for staff members of the University:

1. This policy is applicable to all staff members of the University.
2. There is no compulsion for doing Ph.D., it is voluntary and at the option of the interested staff.
3. The objective of this policy is to encourage interested candidates to acquire higher qualification of Doctorate Degree as it would help their career progression.

4. MSRUAS Staff Members will be eligible for an annual fee concession of 50% of the Regular fees as published in the Fee Schedule of the University from time to time for staff pursuing the Ph.D. programme in MSRUAS.
5. The course will normally take between 3 to 4 years for completion. The fees are payable for a minimum of 3 years and a maximum of 4 years. The fees, less the concession, shall be payable at the beginning of every academic year. However, if any candidate is unable to complete the Ph.D. in 4 years and has paid the fee for all the 4 years, he/she is permitted to complete in subsequent year(s).
6. The fee is payable upfront every year for 4 years at the beginning of the academic year.
7. The candidate will be required to execute a service bond with an undertaking that, on completion and award of Ph.D., he/she will serve for the MSRUAS for a further period of 2 years (or such other period at the discretion of the Vice Chancellor) at the then existing terms and conditions of employment.
8. In the event of breach of service bond, the candidate has to indemnify MSRUAS to the extent of concession enjoyed by him/her over the external candidate with interest at the rate of 18% p.a. with retrospective effect, if he /she is unable or fails to serve the bond period after completing the Ph.D. Candidates desirous of pursuing Ph.D. programmes with other Institutions will be required to obtain prior written approval of MSRUAS in all cases. Internal candidates interested in pursuing the Ph.D., externally, should make an application through their superiors to the competent authority. Each application will be considered on its merits and on a case-by-case basis and permission may be accorded by the competent authority based on merits and with attendant terms and conditions of approval thereof. Further, staff members are advised that it is the University (MSRUAS) that will facilitate the arrangement with the external institutions with respect to Ph.D. programme enrolment and other aspects of such co-operation and not the student.

## 10.4 Education Support to Children of Employees of the University

### 10.4.1 General

MSRUAS encourages the children of its employees to apply for study programmes in the University that will help to advance their professional career or broaden the scope of their knowledge. All such deserving children of members of the University having the requisite, minimum qualification (as stipulated by University from time to time) may opt for various study programmes in the Faculties of M. S. Ramaiah University of Applied Sciences. There is no compulsion for members of University for admitting their children for doing any study programmes in M. S. Ramaiah University of Applied Sciences. It is voluntary and at the option of the interested member. However SPECIAL SCHOLARSHIP BENEFITS will be extended to all such children of staff members who wish to pursue their study programmes in the University.

### 10.4.2 Eligibility for Special Scholarship Benefits

- a. The children of any Faculty or Staff member of the University who has successfully completed a minimum of **One (01)** year of service in the University may be eligible for such Special Scholarship Benefits

- b. Upto **TWO (02)** children of a Faculty or Staff member of the University may be entitled to The Special Scholarship Benefits
- c. Special Scholarship Benefits will not be extended to any candidate seeking admission in the University through CET/ Government seats
- d. Special Scholarship Benefits will be applicable only for children of staff members seeking direct admission to University programmes
- e. For admission to the FIRST year of any Undergraduate Programme:  
The Candidate should have secured minimum 60% marks in 10+2 level exam or equivalent qualifying examination to be eligible for Special Scholarship Benefit
- f. For admission to the FIRST year of any Postgraduate Programme:  
The candidate should have secured minimum 50% marks, on average, in the corresponding undergraduate degree examination to be eligible for Special Scholarship Benefits

### 10.4.3 Application

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

### 10.4.4 Special Scholarship Benefits

- a. The Special Scholarship Benefits will be extended in the form of concession in the TUITION FEES for a maximum of TWO (02) children, not exceeding 25 years of age at the time of admission to the University
- b. Benefits for Direct Admissions to University Quota:
  - i. In the year of admission a concession of 25% of Tuition Fees
  - ii. In subsequent years a concession of 25% in Tuition Fees, provided the student maintains a minimum 50% average score in the preceding year

### 10.4.5 Other Fees

- a. All other Students Facilities Fees, Exam and Convocation Fees and other course specific consumable material costs etc. shall be payable at actuals as announced by the respective Faculty for each academic year/ Module/ Subject
- b. Tuition fees are payable at the beginning of each academic year. All other fees shall be payable as per the notification issued by the University from time to time

# CHAPTER 11: SECONDMENT

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

## 11.1 Internal Secondment

1. An employee may, when circumstances so require, be internally seconded to another Faculty/ Unit within the University by authority of the Vice-Chancellor for a specified period of time, following necessary consultations.
2. The duties, terms of service and any change in the remuneration shall be specified in the letter of secondment issued by the Vice Chancellor.
3. All applicable allowances shall be paid to the employee by the receiving Faculty/ Unit.
4. Upon expiry of the period of secondment the employee shall revert to their original Faculty/ Unit.

## 11.2 External Secondment

### 11.2.1 Employee Received on Secondment

1. Such an employee shall serve for a specified period of time as agreed between University and the employee's parent employer.
2. The University shall remunerate such an employee on such terms as may be agreed upon between the two parties as long as such remuneration shall not amount to payment of double salary.
3. Such an employee shall not be entitled to terminal benefits as applicable to University employees on permanent or contract terms.

### 11.2.2 Employee Sent on Secondment

1. Such an employee shall serve the recipient organization for a period normally not exceeding two years.
2. An employee on secondment shall draw salary, allowances and other forms of remuneration from the organisation seconded to.
3. Upon expiry of the period of secondment, the employee shall return to his/ her original position in the University. In the event such an employee does not return after the period of secondment without formal resignation, after ten consecutive working days such employee shall be deemed to have absconded.
4. The period of secondment shall NOT be treated by the University as a break in service.



## CHAPTER 12: ICT POLICY

### 12.1 Purpose

This policy defines the policies and procedures to enable the University to provide a safe and secure information and communication systems environment to support all members in their use of the information and the associated information technology and communications (“ICT”) resources. These resources include but are not limited to the University’s computing and network facilities, computer systems and software, data, equipment and processes in its domain and/or control, access to the Internet, electronic mail and messaging, telephony and related services.

This Policy is based on the following essential principles which all Users/Members must adhere to at all times:

- a) The ICT resources of the University are provided to authorised users for the purpose of supporting their learning, teaching, research and administrative activities of the University.
- b) Users who are permitted to access the ICT resources shall do so in a responsible, ethical and lawful manner at all times. Authorised users will be required to comply with University policies and other laws and **Regulations** as may be applicable from time to time.
- c) Confidential and personal information shall be protected and shall not be misused at all times.
- d) University ICT resources shall not be used by users, under any circumstances, to annoy, harass, vilify, threaten, intimidate, offend or humiliate others on the basis of their race, religion, gender or other attribute.
- e) All users must inform their Head of Department of any breaches of policy, back up their data regularly and keep their passwords secret and change it regularly to prevent security breaches.
- f) The University may take disciplinary action against users who have contravened the ICT Policy in accordance with the Disciplinary Procedures laid out in the Statutes.

### 12.2 Coverage

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

#### 12.2.1 External Users

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

### 12.3 Definitions

“ICT Resources”: For the purpose of this Policy ICT Resources include, but are not limited to, all items of

- 1) Hardware including personal computers

- 2) Software
- 3) Networking equipment, servers, exchanges
- 4) Transmission lines, networks, wireless networks
- 5) Internet connections, terminals, applications
- 6) Communication equipment, telephone systems, services and facilities
- 7) Data and information recorded on all types of electronic media, computer hardware and software, paper, whether University owned or not, leased, or under license or contract, by the University, irrespective of where these items may be located and are connected to University-owned ICT resources.

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

Note:

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

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

## 12.4 Communications & Network Infrastructure

The University's communications infrastructure includes the following:

### 12.4.1 Public Network

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

### 12.4.2 Private Network

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

### 12.4.3 Internet

Web Content of the University that is made available to users anywhere in the world are available at

The University's official Internet website: <http://www.msruas.ac.in>

### 12.4.4 Intranet

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

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

1. Use of the University's ICT Resources is restricted to authorised users and for legitimate University purposes only. In the case of students this generally means academic coursework and research as approved by a Supervisor. Use by staff members will depend upon the nature of their work.
2. All persons using the ICT Resources shall be responsible to ensure appropriate use of the facilities provided and shall abide by the Codes of Practice defined in this policy.
3. **User Declaration Form:** Users may be required to complete a User Declaration Form before being allowed to access certain ICT Resources.
4. **Code of Practice:**
  - i. Users shall respect and protect the privacy of other users at all times;
  - ii. Users shall not use the University's ICT Resources to collect, use or disclose personal information in ways that breach the University's Privacy Policy.
  - iii. Users shall safeguard their data, personal information, account passwords and other authentication codes and confidential information.
  - iv. Users must respect the security mechanisms built into the ICT Resources and to follow the University's security policies and procedures at all times.
  - v. Users shall at all times comply with all applicable laws governing the use of ICT resources. The university takes no responsibility for users who breach any **Regulations**.
  - vi. Users shall not use any ICT resources in a manner that constitutes an infringement of copyright. The law permits copying and/or printing only with the permission of the copyright owner, with a few very limited exceptions such as fair use for study or research purposes (this exception itself is subject to numerous provisos and conditions in the Copyright Act). Accordingly Users shall not download and/or store copyright material, post copyright material to University websites, transfer copyright material to others or burn copyright material to CD ROMs or other storage devices using ICT Resources, unless the copyright material is appropriately licensed. Copyright material shall include software, files containing picture images, artistic works, live pictures or graphics, computer games, films and music (including MP3s) and video files.
  - vii. ICT Resources shall not be used to cause embarrassment or loss of reputation to the University.
  - viii. Users must respect the rights of other users and shall comply with the University's policies on matters relating to religion, sex, race, caste or other attribute.
  - ix. All internet content made available on the University's ICT Resources shall comply with the University's policy on Internet Content.
  - x. Users shall not use ICT Resources in inappropriate ways, which are likely to corrupt, damage or destroy data, software or hardware, either belonging to the University or to anyone else, whether inside or outside the network. They may only delete and alter data as required by their authorised University activities. **Note:** This shall not apply to specially authorised University computing staff who may be required to secure, remove or delete data and software, and dispose of obsolete or redundant ICT Resources as part of their ICT Resource management duties.

- xi. Users must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any ICT Resource, unless they are authorised and competent to do so. All faults or suspected faults shall have to be reported to IT Department of the Faculty/ University.
  - xii. ICT Resources shall not be used to distribute unsolicited advertising material from organisations having no connection with the University or involvement in its activities.
  - xiii. Users shall not misrepresent themselves or their identity, role or association with the University in the use of the ICT Resources.
  - xiv. Users have to identify themselves and not use a false identity. In case where any User of the university is found to use a fake identity, he/ she shall be subjected to strict disciplinary actions.
  - xv. Users shall not attempt to gain unauthorised access to any computer service. The use of another person's login, password or any other security device (e.g. SecurID, digital signature or biometric identification) shall not be permitted. Nor must Users exploit any vulnerability in systems or (except authorised staff when checking security of systems as part of their duties) use any technology designed to locate such vulnerabilities or avoid security systems. Such behaviour if proven would potentially be considered serious misconduct and accordingly may be dealt with under relevant disciplinary provisions. Such instances may be referred to the law enforcement authorities.
  - xvi. Users shall not use ICT Resources for the purposes of subscribing to and accessing fee based services that are for personal use only.
  - xvii. Users shall not facilitate or permit the use of the University's ICT Resources by persons not authorised by the University e.g. Users shall not set up a wireless relay base station from their University accounts.
  - xviii. Use of all proprietary software is subject to the terms of the licence agreements between the University and the software owner/licensor.
  - xix. Personal Information:  
All personal information about an individual must not be disclosed without the express consent of the individual concerned.
  - xx. Confidential Information:  
All users have a duty to keep confidential all University data and information received from other entities and institutions unless it has been approved for publication.  
All confidential matter shall be stored in a secure manner.  
A breach of confidentiality either through negligent or accidental disclosure may result in disciplinary action.
5. Users should recognise that when they cease to be formally associated with the University (e.g., no longer a student or faculty/employee) their information may be removed from the ICT resources without notice. Users should remove their information or make arrangements for their retention prior to leaving the University.
6. **Appropriate and Responsible Use:**  
Use that is consistent with the maintenance of the highest standards in the pursuit of the University's mission, the academic, research and other objectives of the University shall be

considered appropriate use; it should be noted that all use that is inconsistent with the above objectives are deemed to be inappropriate use.

Examples of **inappropriate usage** are:

- i. Illegal Activities including malicious hacking, pornography, material depicting violence, inciting others into committing violent acts, injury to human dignity including racial discrimination, incitement to racial hatred, sexual perversion, all types of fraud including credit card fraud, misuse of private and confidential information, unauthorised use of mail services, damaging others' reputation, gambling, plagiarism and infringements of copyrights, Intellectual property rights etc.
  - ii. Circulating or posting objectionable material of any kind.
  - iii. Users shall not use any ICT Resource to harass, menace, defame libel, vilify, or discriminate against any other person within or beyond the University. Users who do so shall be liable even if they aid and abet others who discriminate against, harass or vilify colleagues or any member of the public;
  - iv. Wilful wastage of ICT resources is inappropriate use;
  - v. Users are not permitted to play games whether for competitive or recreational purposes;
  - vi. Users shall not use any ICT Resources to access, create, store, transmit or distribute pornographic material of any type.
  - vii. The use of ICT Resources for gambling purposes is forbidden.
  - viii. **Commercial Use:**  
Users may not use ICT Resources for unauthorised profit making or commercial activities.
  - ix. Users must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any ICT Resource, unless they are authorised and competent to do so. All faults or suspected faults shall have to be reported to IT Department of the Faculty/ University.
  - x. Users must not attempt to change, alter or delete any of the settings including Network Settings, Control Panel settings, virus scanning software and other applications installed on their machines.
7. The University reserves the right to:
- a. limit, restrict or extend access to Users. The University also reserves the right to limit permanently or restrict any user's access to the ICT Resources without notice to the user in order to protect the integrity of the ICT resources against unauthorised or improper use;
  - b. periodically check and monitor the ICT resources and any other rights to protect them;
  - c. to take any emergency action to safeguard the integrity and security of the ICT resources which right includes the right to terminate users' access, online sessions, change passwords and user names of accounts;
  - d. University reserves the right to access or download files by the users of ICT of the University. Files may only be accessed or downloaded if they are work or study related. In any case, files shall only be downloaded if it is legal to do so and steps have been taken to ensure that the files are free from viruses and other destructive codes;

- e. take disciplinary action if users have been found to be indulging in any illegal or unacceptable use of the ICT Resources including:
  - i. wilful physical damage to any of the ICT Resources;
  - ii. improper access to confidential information;
  - iii. destruction or deliberate interruption of information or the free usage of other resources;
  - iv. disseminating information without appropriate permissions;
  - v. engaging in malicious activities including unauthorised access to user accounts and passwords;
- 8. Reasonable Personal Use:

Users may be permitted to use the ICT Resources for limited, incidental purposes. Such use must not impose significant additional costs to the University. Examples of permitted personal use are online banking, travel bookings, browsing for permitted purposes etc.

Reasonable use in the context of the particular circumstances is a matter to be determined by the User's Head of Department or Administrative Head. The University's decision in this regard shall be final.
- 9. Consequences of Breach of Policy:

Users found to have breached this Policy will be subject to disciplinary action in accordance with the University's disciplinary procedures and could result in the imposition of fines, recovery of damages and/or costs or even imprisonment. Criminal offences will be reported to the law enforcement authorities.

The University will not defend or support any user who uses the ICT resources for an unlawful purpose.

Where a user is not a member of the University and is found to have breached this Policy such users may be subject to action as deemed appropriate by the University. If the action is criminal in nature it may be reported to the law enforcement officials for action.
- 10. University Course and Other Materials:

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

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

## **12.6 Access for Mobile Computing Devices**

Mobile computing devices include notebooks, handheld devices, other peripheral devices (including printers, disk drives, monitors, keyboards, mice etc.) and associated software.

Mobile computing devices given by the University to authorized users are the responsibility of the user. These devices must be returned to the University on demand or on employee's departure.

Users are required to exercise sufficient care in ensuring that unauthorized persons do not have access to mobile computing devices and to keep information on such devices fully confidential. Passwords should be implemented on such devices to prevent unauthorized access.

Mobile computing devices may be provided access to the University's network only at designated points or locations.

## 12.7 Email & Messaging

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

### Employee Email ID format

Sl. No.	Category of Employees	Format	Email ID (example)
1.	University Officers	<a href="mailto:Designation@msruas.ac.in">Designation@msruas.ac.in</a>	<a href="mailto:vc@msruas.ac.in">vc@msruas.ac.in</a> <a href="mailto:pvc1@msruas.ac.in">pvc1@msruas.ac.in</a> <a href="mailto:pvc2@msruas.ac.in">pvc2@msruas.ac.in</a> <a href="mailto:registrar@msruas.ac.in">registrar@msruas.ac.in</a> <a href="mailto:director-admissions@msruas.ac.in">director-admissions@msruas.ac.in</a> <a href="mailto:registrar.acad@msruas.ac.in">registrar.acad@msruas.ac.in</a>
2.	Faculties		
	Officers	<a href="mailto:designation.facultycode@msruas.ac.in">designation.facultycode@msruas.ac.in</a>	<a href="mailto:dean.et@msruas.ac.in">dean.et@msruas.ac.in</a> <a href="mailto:dean.ad@msruas.ac.in">dean.ad@msruas.ac.in</a> <a href="mailto:dean.mc@msruas.ac.in">dean.mc@msruas.ac.in</a> <a href="mailto:registrar.acad.et@msruas.ac.in">registrar.acad.et@msruas.ac.in</a> <a href="mailto:registrar.admin.et@msruas.ac.in">registrar.admin.et@msruas.ac.in</a>
	HODs	<a href="mailto:designation.departmentcode.facultycode@msruas.ac.in">designation.departmentcode.facultycode@msruas.ac.in</a>	<a href="mailto:hod.me.et@msruas.ac.in">hod.me.et@msruas.ac.in</a> <a href="mailto:hod.ee.et@msruas.ac.in">hod.ee.et@msruas.ac.in</a>
	Academic Faculty Members and other members of the department	<a href="mailto:name.departmentcode.facultycode@msruas.ac.in">name.departmentcode.facultycode@msruas.ac.in</a>	<a href="mailto:anilkumar.me.et@msruas.ac.in">anilkumar.me.et@msruas.ac.in</a> <a href="mailto:nmurthy.cs.et@msruas.ac.in">nmurthy.cs.et@msruas.ac.in</a>
	Administrative Managers	<a href="mailto:Designation.centrecode.facultycode@msruas.ac.in">Designation.centrecode.facultycode@msruas.ac.in</a>	<a href="mailto:manager.e1.et@msruas.ac.in">manager.e1.et@msruas.ac.in</a> <a href="mailto:manager.a1.et@msruas.ac.in">manager.a1.et@msruas.ac.in</a> <a href="mailto:manager.e2.ad@msruas.ac.in">manager.e2.ad@msruas.ac.in</a> <a href="mailto:manager.a2.ad@msruas.ac.in">manager.a2.ad@msruas.ac.in</a>

### Student Email-ID format

Student name with last 3 digits of registration number .departmentcode.facultycode@msruas.ac.in

**Example:**

[anilkumar001.me.et@msruas.ac.in](mailto:anilkumar001.me.et@msruas.ac.in)

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

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

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

## **12.8 Desktop Environment**

The University will endeavor to implement a standardized desktop environment for all locations to ensure that ICT Department staff can resolve issues efficiently and quickly. The standardized environment will provide users a similar look and feel, uniform access to computer equipment and software applications across the University, support remote access to systems by ICT personnel and users and better maintenance by ICT personnel.

Users must not change or delete any settings that have been made by ICT Department on desktops or other devices. These include Network settings, control panel settings, Icons on the desktop, password settings etc. Users are also required to use passwords and change passwords at regular intervals and to shutdown computers etc. using proper procedures.

## **12.9 Access to the Internet**

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

- a) Users shall use the internet only for approved purposes. Improper usage may result in immediate termination of access.
- b) Usage may be monitored by ICT Department for any unusual or inappropriate activity. ICT Department's decision in relation to the provision or termination of services to any user shall be final in all matters.



- c) Users should respect all copyright laws and other licensing agreements. Failure to do so may result in loss of access privileges and/or penalties.
- d) Users will abide by the Acceptable Use Policy of the University.
- e) Users shall not:
  - i. visit internet sites that contain obscene or other objectionable material;
  - ii. Use the internet or email services for illegal purposes, gambling, playing games, commercial purposes.
  - iii. Post offensive remarks, comments, indecent material;
  - iv. Download any software or other electronic files without using virus protection and/or filters approved by the University;
  - v. Use internet access during office hours on non-University affairs;
  - vi. Upload, download or transmit copyrighted material;
  - vii. Perform any other inappropriate use prohibited by the ICT Staff.
- f) Users who violate any of the above guidelines will be subject to disciplinary action by the University.
- g) In the case of gross misuse or misconduct access will be terminated immediately and in the case of an employee dismissal procedures will be initiated.
- h) All employees and students will be required to sign an undertaking, included in their employment contract, agreeing to abide by the University's policies and procedures for accessing the using the ICT Resources, email and internet services.

## **12.10 Security, Privacy and Compliance**

### **12.10.1 Security & Privacy**

- a) Matters of a confidential nature shall only be conveyed or stored in an electronic format when adequate security measures have been taken.
- b) While the University communications systems are electronically safeguarded and maintained in accordance with current best practice, no guarantee can be given regarding the protection confidentiality, privacy or security of any information.
- c) Email and other records stored in ICT Resources may be the subject of a search warrant, discovery order or application under criminal activity. Disclosure outside the University any personal information, irrespective of its format, shall be considered as breach of information and shall be dealt appropriately.
- d) The University may collect and receive personal information of Users and others in the course of managing the operation and use of its ICT Resources and that information can be used in connection with efforts to ensure that Users comply with all relevant laws and University policies.
- e) Communications on University business in any format or media are official records, subject to statutory record keeping requirements and the University Record keeping Policy. This shall include email sent and received by staff members on any University related matter. Staff members need to be conscious of the need to preserve official communications in accordance with the relevant University guidelines on the management of electronic records. Care should be

taken before deleting any electronic communication that it is not required to be kept as evidence of a decision, authorisation or action.

- f) Sending an email on an official University matter shall be considered similar to sending a letter on University letter head. Such email transactions shall have to be handled with the normal courtesy, discretion and formality of all other University communications. Users shall not write anything in an email that they would not sign off in a memorandum.
- g) All accounts, data, files, email messages of Users are stored on the ICT Resources of the University and are normally held private and secure from access by other users. However there may be situations such as repairing, upgrading or restoring servers etc. when properly authorised staff of the University may be required to:
  - i. Access user accounts;
  - ii. Temporarily suspend access to accounts;
  - iii. Disconnect computers and/or other ICT resources from the University's network;

### 12.10.2 Access & Physical Control

- a) New Users will be allocated Usernames and Passwords by ICT Department for all systems.
- b) The level of access provided to Users will be based on their need.
- c) Users will be provided with the required User Documentation for all systems maintained by the ICT Department.
- d) Appropriate barriers and controls governing the physical access to, and the maintenance of, the integrity of University ICT assets shall be deployed commensurate with the risk identified. Such risks include identified natural and environmental hazards.
- e) Barriers and controls include, but are not limited to, electronic access control to servers and critical network infrastructure, installations of grillwork surrounding and enclosing video systems, fire suppression, and power management systems. Authentication and authorization functions shall be employed for all users of University electronic data and information resources. A central authentication database shall be established for all users. Procedures to manage access, authentication and authorization shall be developed to support and manage these activities. Such processes and procedures shall include but shall not be limited to user passwords for network and application access, biometric access mechanism, tokens and electronic key devices.
- f) **Software and Firmware upgrades:** All computers, switches, routers and other network-attached devices shall have the most recent approved and released software and firmware security patches installed as soon as they are generally available.
- g) **Virus Protection:** University approved virus protection software must be installed on all devices on the network. Such software must be regularly updated and scanned for viruses regularly.
- h) **Malware control:** Malware is a common feature of globally connected networks. Personnel engaged in the implementation and support of the University's ICT systems shall take all appropriate steps to protect its ICT assets from damage, compromise or loss of confidentiality. For the purposes of this policy, malware is defined as software agents that by their action deny users the maximum capabilities of the ICT systems, compromise the security and confidentiality of university data and information or destroy or damage university ICT assets. Malware include but is not limited to spyware, viruses, worms and spam.

- i) **Network Interconnections:** Interconnections among networks are unavoidable in the ordinary course of business. These interconnections are portals for unauthorized access and entry to University networks and pose significant risk to the security of University data and information resources. Therefore all network interconnections shall be guarded, and audited by processes and such perimeter defence and intrusion detection systems, as are appropriate to manage and mitigate these risks.
- j) **Access to Business Critical systems:** The University is dependent on several of its major systems for its daily operations. Breaches to their integrity, or their unavailability for any significant period of time, could reduce the service delivery capability or place the institution in disrepute. Such systems may include the Student Administration System, online teaching and learning platforms, the financial management system, the enterprise planning and/or human resource management information system. Notwithstanding the general security safeguards enunciated before, these business-critical systems shall be provided with an elevated level of security. These additional measures shall include, but are not limited to, internal firewalls, secondary access challenges and biometric access controls. When the security requirements are stringent enough, internal isolation of the network segment to which such systems are attached is the final consideration.

## 12.11 Monitoring

The University reserves the right to monitor files, data, server logs, websites and e-mails stored on or accessed using the ICT Resources and network of the University and to access any other device that may be connected to the University network including personal computing equipment like laptops. The University reserves the rights to monitor the use of its ICT resources to ensure compliance with this policy.

## 12.12 Response to Breaches

1. The University reserves the right to withdraw, restrict or limit any User's access to its ICT Resources if a breach of these conditions is suspected. Any such suspected breach may also be investigated under other University processes, and may result in disciplinary action being taken against the offender in accordance with those processes. This may include a request to reimburse costs (e.g. for unreasonable personal use), disciplinary action (including termination of employment/ suspension of candidature) and/ or criminal prosecution.
2. Further the University reserves the right to remove or restrict access to any material within the University domain. Such decisions will be communicated to the appropriate supervisor and account holder.

## 12.13 Data Backup Procedures

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

### 12.13.1 File Naming Conventions

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

### 12.13.2 Directory/Folder Naming Conventions

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

### 12.13.3 Application Directories/Folders

Staff installing applications should use the Default Directories for all applications installed.

Where “default directory locations” are not provided the installer must choose the most obvious directory name for installing the application.

### 12.13.4 Backup Procedures

All Users are individually responsible to ensure that their information and data is effectively backed up. The University does not accept any responsibility for the loss of data or information held on University ICT Resources or User’s personal resources connected to University ICT resources.

Where several users are accessing/using one computer one person should be nominated with the responsibility of actively monitoring the backup procedures for all information accessed by that group.

Backup logs should be maintained by Users.

All Backups should be appropriately labelled and date indicated clearly.

Backups should be stored in a safe, secure and off-site location.

## 12.14 Hardware & Software Acquisition & Maintenance

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

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

## 12.15 Web Publishing Guidelines:

The University’s **Publications & Outreach Committee** is responsible for:

- ensuring that the standards of publication are continuously monitored;
- resolving all issues relating to the appropriateness of material published on the University’s website.

## CHAPTER 13: TRAVEL POLICY

### 13.1 Travelling Allowance

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

### 13.2 Travel Expenses Matrix

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

### 13.3 Official Travel

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

### 13.4 Staff Travelling for Seminar/ Conference/ Paper Presentation

Generally an applicant applies to the sponsoring agencies like other Universities, All India Council for Technical Education, Directorate for Technical Education, Council of Scientific and Industrial Research etc. for request of funds. In case he/ she gets major amount from the sponsoring agencies, the University will sponsor him up to a certain extent or an amount sufficient to bridge the deficit.

**Note:**

- Reimbursements are based on budget provision being available and are limited to one for [national travel] and once [for international travel] in a block of two calendar years for any individual staff member.
- TA / DA rules have been as specified above in Section 13.2.

The general rules are specified in the table below:

Sl. No.	Conference/ Seminar/ Paper Presentation/ Workshop/ Symposia etc.	Financial Assistance	Maximum Contribution by University
1	International (Abroad)	50% by University	Rs. 50,000
2	International (India)	100% by University	Rs. 12,000
3	National	100% by University	Rs. 6,000

**Note:**

- Selection of a paper in a conference does not make it mandatory for the University to allow the staff member to present his/ her paper in the conference.
- All the sanctions for presentation/ attending conferences, symposia shall be strictly at the discretion of the University. The University shall exercise its discretion in permitting any staff member to attend any conference/ seminar etc.

## LIST OF ANNEXURES

(Numbering system:      First Part      –      Chapter No.  
   Second Part      –      Annexure No.)

- 7.1      APIs-Academic (Teaching)**
- 7.2      APIs-Academic (Non-Teaching)**
- 7.3      APIs-Administration & Technical**
  
- 8.1      Leave Matrix**
  
- 9.1      MSRUAS Pay Scales and Grades**
  
- 10.1    Staff Insurance & Medical Cover Scheme**
- 10.2    Incentive Scheme**
  
- 13.1    Travel Expenses Matrix**