

University Service (1st Amendment) Regulations, 2017

A code of Regulations for regulating procedure of appointment, conditions of service, retirement, leave and other incidental matters relating to management of services at the University.

Chapter I: General Provisions

S/Reg/1 Name of the Regulation: The name of the regulation is "The University Service (1st Amendment) Regulations, 2017.

S/Reg/2 Application: The regulation shall apply to all employees of the University, wherever in employment.

S/Reg/3 Definitions: Subject to the generality of the interpretation provided in the Act (Act 22 of 1999) and Statutes and the General Clauses Act, 1887, and unless otherwise meant as evident in the provision, the following terms shall mean and include:-

3(a) 'Act' means "The National Law University, Jodhpur Act, 1999" that is, Act 22 of 1999 passed by the Legislature of Rajasthan and promulgated by the Government of Rajasthan as amended from time to time.

3(b) 'Chancellor' means Chancellor of the University under Section 8 of the Act.

3(c) 'Employee' means a person appointed in a regular pay-scale/or on fixed monthly lump-sum amount in any kind of University Services on contract basis for a period of not less than one year duration and includes the extension thereafter.

Provided that the person/s appointed through Placement Agency shall not be an 'employee' of the University.

3(cc) 'Probation' means period of testing to see if the person appointed on contractual/tenure basis has performed the job efficiently.

3(d) 'Registrar' means Registrar of the University appointed under statute 20 of the statutes incorporated in the Act.

3(e) 'Regulation' means University Service Regulations incorporated in the year 2001 and subsequently revised or amended or further incorporated as and when found necessary.

3(f) 'School' means a Stream of studies run by the University and includes a Faculty or Discipline, as the case may be.

3(g) 'Service' means the period of uninterrupted services rendered by the employee in one or other kind of services as defined in Regulation-4 of these Regulations and includes the extension of services extended by the University as and when considered necessary.

3(h) "The University" shall mean "the National Law University" established by the Act 22 of 1999, by the State of Rajasthan.

3(i) 'Vice Chancellor' means "the Vice Chancellor of the University appointed by the Chancellor under his authority as provided in the statute 19 of the Statutes incorporated in the Act 22 of 1999 as amended from time to time.

3(j) 'Tenure' means a specified period/date as stipulated in the offer of appointment or specified through any office-order issued in this regard in favour of the employee appointed in the University including the period of extension of tenure.

3(k) 'Contract' means an acceptance of offer of appointment issued by the University to a person for his appointment for a specified period in any category of University services with certain terms and conditions of service for his employment in the University.

3(l) 'Leave' means any kind of leave as is made admissible and applicable to different categories of employees in the University services.

3(m) 'Dean/Director' means a Faculty designated as Dean/Director of a particular School/Stream/Faculty by an order of the Vice-Chancellor.

3(n) 'Executive Director' means a Faculty designated as Executive Director of a Centre by an order of the Vice Chancellor.

3(o) 'Centre' means a Centre established to carry out research in various subjects/ streams/ disciplines/studies/Chair/Endowment/alternative forms of learning on academic and corporate subjects etc.

Chapter II: University Services and Procedure of Appointment

S/Reg/4 University Services: The University shall have the following Faculty and managerial Services.

- (i) University Faculty Service:
- (ii) University Administrative Service
- (iii) University Managerial Service.

Provided that the University Managerial Services shall be of two categories namely Office Management Service (OMS) and Support Service Staff (SSS).

S/Reg/5: Nature of appointment:

(1) (i) The appointment in the University shall be either on a fixed contract period basis or for a fixed tenure period basis on specified terms and conditions of service. The services of the employee will come to an end on completion of period of contract/tenure, as the case may be. The continuation of the services of individual employee will depend upon the extension of period of contract/tenure, if so extended and communicated in writing to the employee before the expiry of period.

(ii) The continuation of the services of the employee shall also be subject to availability of nature of work of his employment and further subject to his performance/conduct and behavior during the course of his services.

(iii) The University in its own discretion may dispense with the services of the employee during the contract or extended contract by giving one month notice or payment in lieu thereof. The employee during the period of contract if wishes to resign from the services of the University then he will have to give one month notice or one month's pay in lieu thereof without which the services of the employee will not be terminated and he will be liable for further disciplinary action as per regulations of the University.

(2) All employees appointed under any kind of University services, shall be on probation of one year which will run concurrently to the period of initial contract period/tenure period, as the case may be. The period of contract and probation thereof can be extended/curtailed as per the recommendation of the Review Committee to be appointed by the University.

(3) (i) The employees in the category of University Managerial Services shall be appointed initially on fixed/ lump-sum amount/consolidated amount which should not be less than minimum wages as prescribed by the Government for requisite category of post for a period of one year extendable by another year on same or revised lump-sum amount/consolidated amount.

(ii) Deleted

(4) The employees in the category in UAS and UFS shall be appointed in the pay-scale subject to condition that they fulfill the requisite qualification and experience as prescribed under these Regulations. In case a candidate found suitable as per qualification but he does not fulfill other requisite certification/criteria then he/she may be appointed initially on a consolidated amount as recommended by the Selection Committee and approved by the Vice Chancellor.

Deleted

S/Reg/6: Extension of Tenure/Contract-

(1) The initial period of tenure appointment or contract appointment, as the case may be, on its completion is required to be assessed for its extension or curtailment or otherwise.

(2) The assessment shall be made by a Review Committee or Review Committees to be constituted by the Vice Chancellor or the Registrar, as per their delegated powers under the Statutes of the NLU Act, 1999 as amended from time to time and or Regulations made thereunder.

(3) The composition of the Review Committee/Committees shall be of a minimum of three Members of requisite status i.e. higher than the status of the assessee i.e. the employee.

(4) The Review Committee shall base their recommendations on the performance of the individual employee, his conduct and behavior, punctuality, relationship with other employees, sincerity and commitment to the work.

(5) In case of assessment of University Faculty Service for extension/curtailment of period of contract, apart from criteria provided under clause (4) above, self-assessment/ students' feedback and recommendation of the Review Committee shall be taken into account.

(6) An employee, upon completion of initial period of contract or extension thereof, shall not be entitled for renewal/extension of contract in case the Review Committee recommend not to renew/extend the contract.

(7) Deleted.

(8) Deleted.

(9) Deleted.

(10) On the basis of recommendation of the Review Committee for extension of contract period of an employee duly approved by the Vice-Chancellor, the University shall issue a letter of extension of service to the employee(s) in the Form as provided in Schedule-I.

S/Reg/7: Omitted

S/Reg/8: Omitted

S/Reg/9: Omitted

S/Reg/10: Support Service Staff (SSS):

(i) The Registrar shall make the assessment of manpower requirement in the Support Service Staff (SSS) as and when needed and submit it to the Vice Chancellor for consideration and on approval, placement before the Executive Council. The deficiency in manpower positions sanctioned under the SSS may thereafter be filled-in to meet the overall manpower requirement under this category.

(ii). The appointment in Support Service Staff will be purely on contract basis within the sanction accorded by the Executive Council. The process of recruitment and selection of employees in the category of Support Service Staff shall be as laid down in the regulation-18.

(iii). The Vice Chancellor shall constitute a Selection Committee of three Members with Registrar as a Chairman and two other Members for any post in SSS. The Selection Committee will recommend the names of suitable candidates in order of their merit for consideration and approval of the Vice Chancellor.

(iv). The terms and conditions of appointment of Support Service Staff shall be as provided in the Schedule-II to these Regulations.

(v) All employees whether existing or newly recruited after completion of their initial period of appointment or extension/s thereof are subjected to review of their overall performance. The Registrar will submit the performance and workload report of the employee duly assessed by him to the Vice Chancellor for consideration and approval regarding extension/curtailment of the initial or further period of contract.

(vi) The performance of the employee is to be rated in the similar manner as is being considered for review of extension/curtailment of the services of the employee as given in Regulation-6 and action be taken as thereunder.

(vii) The extension of service of contract shall not be made for more than a period of 5 years at a time on same or revised terms and conditions of his initial appointment with or without the period of probation which is applicable for first year of initial appointment.

(viii) Deleted

S/Reg/11: Office Management Service (OMS):

(i) The Registrar shall make the assessment of manpower requirement in the Office Management Service (OMS) as and when needed and submit to the Vice Chancellor for consideration and on approval, for placement before the Executive Council. The requirement in manpower positions sanctioned under the OMS may thereafter be filled-in to meet the overall manpower requirement under this category.

(ii). The appointment in Office Management Service will be either on contract basis or on tenure basis as per the sanction accorded by the Executive Council.

The process of recruitment and selection of Office Management Services shall be as laid down in the regulation-18.

(iii). The Vice Chancellor shall constitute a Selection Committee of three Members with Registrar as its Chairman and two other Members for any post in OMS. The Selection Committee will recommend the names of suitable candidates in order of their merit for consideration and approval of the Vice Chancellor.

(iv). The terms and conditions of appointment of Office Management Services shall be as provided in the Schedule-II to these Regulations.

(v) All employees whether existing or newly recruited after completion of their initial period of appointment or extension thereof would be subject to review of their overall performance. The Registrar will submit the performance and workload report of the employee duly assessed by him to the Vice Chancellor for consideration and approval regarding extension/curtailment of period of contract.

(vi) The performance of the employee is to be rated in the similar manner as is being considered for review of extension/curtailment of the services of the employee as given in Regulation-6 and action be taken as thereunder.

(vii) The extension of service of contract shall not be made for more than a period of 5 years at a time on same or revised terms and conditions of his initial appointment with or without the period of probation which is applicable for first year of initial appointment.

(viii) Deleted

S/Reg/12: University Administrative Service (UAS):

(i) The University Administrative Service shall include:

(1) Registrar

(2) Additional/Deputy/Assistant Registrar

(3) Finance Officer/Accounts Officer/Audit officer

(4) Controller of Examination

(5) Any other post of an officer as may be created by the Executive Council and appointed.

(i) The Registrar shall make the assessment of manpower requirement in the University Administrative Service (UAS) as and when needed and submit to the Vice Chancellor for consideration and on approval, for placement before the Executive Council. The deficiency in manpower positions sanctioned under the UAS may thereafter be filled-in to meet the overall manpower requirement under this category.

(iii). The appointment in University Administrative Services which are statutory in nature as per Act of 1999 shall be on regular basis and all other posts will be either on contract basis or on tenure basis as per the sanction accorded by the Executive Council. The process of recruitment and selection of University Administrative Services shall be as laid down in the regulation-18.

(iv). The terms and conditions of appointment of University Administrative Services shall be as provided in the Schedule-III-A to these Regulations as are applicable.

(v). The Vice Chancellor shall constitute a Selection Committee under his Chairmanship and two other Members of whom one shall be the Registrar and a Dean of Faculty in case of selection for the post of Registrar and the other shall be an External Expert, if considered necessary. Otherwise, an internal Faculty can also be made a Member.

(vi) The recommendation of the Selection Committee shall be placed before the Executive Council for consideration and approval of appointment by the Executive Council.

(vii) The recruitment and selection process for appointment to the post of UAS shall be as provided in the Regulation-18.

(viii) All employees whether existing or newly recruited after completion of their initial period of appointment or extension of contract are subjected to review and monitor of their performance. The Registrar will submit the performance appraisal report of the employee duly assessed by him to the Vice Chancellor for consideration and approval regarding extension of period of contract.

(ix) The performance of the employee is to be rated in the similar manner as is being considered for review of extension/curtailment of the services of the employee as given in Regulation-6 and action be taken as thereunder.

(x) The extension of service of contract shall not be made for a period of more than 5 years at a time on same or revised terms and conditions of his initial appointment with or without the period of probation which is applicable for first year of initial appointment.

(xi) Deleted.

S/Reg/13 University Faculty Service (UFS):

(i)The University Faculty Service shall include:

- (a) Dean of Faculty/Director of School;
- (b) Professor/Additional/Associate/Assistant Professor
- (c) Teaching Assistant/Research Associate
- (d) Librarian/Deputy/Assistant Librarian
- (e) Physical Director/Sports officer;

(i) The Registrar shall make the assessment of manpower requirement in the University Faculty Service (UFS) as and when needed and submit it to the Vice Chancellor for consideration and on approval, for placement before the Executive Council. The requirement of manpower positions sanctioned under the UFS may thereafter be filled-in to meet the overall manpower requirement under this category.

(ii). The appointment in University Faculty Service will be either on contract basis or on tenure basis as per the sanction accorded by the Executive Council.

The process of recruitment and selection of University Faculty Services shall be as laid down in the regulation-18.

(iii). The terms and conditions of appointment of University Faculty Services shall be as provided in the Schedule-III-B to these Regulations.

(iv). The Vice Chancellor may constitute a Committee under his Chairmanship with three other Members of whom one shall be the Dean of Faculty/ Director of the School or in his absence, a senior member of the faculty concerned. The other shall be an external expert and the Registrar for selection. The recommendation of the Selection Committee shall be placed before the Executive Council for approval of appointment of the candidate.

(v) All Faculty Members under University Faculty Services whether existing or newly recruited are subjected to review and monitor of their annual performance. The Dean/Registrar will submit the performance appraisal report of the faculty duly assessed by him alongwith students' feedback and recommendation of the Review Committee to the Vice Chancellor for consideration and approval regarding extension/curtailment of period of contract.

(vi) The performance of the Faculty Member is to be rated in the similar manner as is being considered for review of extension/ curtailment of the services of the UFS as given in Regulation-6 (5).

(vii) The extension of service of contract shall not be made for more than a period of 5 years at a time on same or revised terms and conditions of his initial appointment with or without the period of probation which is applicable for first year of initial appointment.

(viii) Deleted.

Chapter III: Conditionality of service

S/Reg/14: Grade of Pay

(i) The Grade Pay of following category of University services shall be as specified in the Annexure-I to these Regulations.

1. Supportive Management Staff (SMS)
2. Office Management Staff (OMS)
3. University Administrative Services (UAS)
4. University Faculty Services (UFS)

(ii) The pay-scales of employees working in the SMS/OMS/UAS may be prescribed taking guidance from the pay-scales of Central Government employees in similar jobs/designations/nature of duty, as the case may be.

(iii) The pay-scales of employees in the UFS may be prescribed on taking guidance from the UGC pattern of pay-scales relevant for different categories of UFS positions/posts.

(iv) The Vice Chancellor may appoint a superannuated person in any kind of University Services on contract basis, or engage the services of Guest Faculty (appropriately designated) who are renowned in their own field of expertise, subject to the need and requirement of University and offer a consolidated sum of amount to the such retired person/Guest Faculty for his appointment in the University services. However, such appointment shall be within the manpower strength as approved by the Executive Council for the respective category of University services.

S/Reg/15: Qualification & Experience:

(i) The qualifications and experience required for appointment of employees in the Supportive Management Services in technical and non-technical staff relevant to their nature of duties shall be as provided in the Annexure-II.

(ii) The qualifications and experience required for appointment of employees in the Office Management Services in technical and non-technical staff relevant to their nature of duties shall be as provided in the Annexure-III.

(iii) The qualifications and experience required for appointment of employees in the University Administrative Services relevant to their nature of duties shall be as provided in the Annexure-IV.

(iv) The qualifications and experience required for appointment of employees in the University Faculty Services in technical and non-technical staff relevant to their nature of duties shall be as provided in the Annexure-V. However, wherever required due to peculiarity of the nature of qualification and experience required for any category of faculty member which is not available in the Annex.V, the same may be obtained or followed as is being prescribed under the UGC pattern or being followed in any other University (Central/State).

(v) The qualification and experience of Guest Faculty to be appointed in the University should be based on the individual's proficiency and prominence in the subject concerned which be brought out in writing before his appointment.

S/Reg/16: Minimum age of appointment:

No person below the age of 18 years shall be appointed in any post in the University.

S/Reg/17: Maximum Age:

(i) The maximum age upto which different category of employees in University services can be continued in services on contract basis shall be as under:-

- (a) Supportive Management Services -60 years
- (b) Office Management Services -60 years
- (c) University Administrative Services -60 years
- (d) University Faculty Services -65 years

(ii) As a special measure of retention of services of highly qualified and experienced personnel in their own respective fields, there shall be no age restriction for such persons appointed on contract basis who have either superannuated from their previous services or have wide and vast experience of their discipline of services.

S/Reg/18. Selection Procedure:

(i) All appointments on contract basis in the different kind of services i.e. SMS, OMS, UAS and UFS shall be made following proper procedure, terms and conditions and other specifications as under:

- (a) The recruitment advertisement should be placed on the University website by giving all kinds of details i.e. name of the post, applicable qualification and experience, pay-scales and allowances, nature of appointment etc. to invite applications of eligible and suitable candidates in a prescribed manner such as manner of submission of application i.e. online or through post, personal information i.e age, qualification, experience etc. and documents to support the submissions made in the application.
- (b) The recruitment advertisement should also be got published in classified columns or small advertisements in the leading local newspaper(s)/national dailies, as the need may be, with instruction to refer for detailed advertisement on the University website.
- (c) The applications received are to be scrutinized with reference to the requirements of the advertisement and list of eligible and suitable candidates be drawn who are to be invited for written test/skill test as the requirement may be and, or, group/personal interview as the case may be. The number of candidates to be called for interview shall be in ratio of 1:5 persons for each post.
- (d) The eligible candidates will be interviewed or undergo written/ skill test by

a Selection Committee/Committees as formulated and constituted under different regulations related to the nature of appointment under the University services.

- (e) The Selection Committee(s) are to be advised that they will keep the names of the suitable candidates in order of their merit and also propose a Panel of suitable candidates who are to be kept in the reserved panel so that in case the selected candidate does not join then the reserved panel can be operated with the approval of the Vice Chancellor within a period of 6 months of the approval of the panel itself.
- (f) The reserved panel as recommended by the Selection Committee may also be utilized if the vacancy in the requisite category of University service is increased.
- (g) All employees who are appointed under UFS, UAS, OMS, SMS kind of services in the University either on fixed lump-sum amount or in a regular pay-scale are to be given at the time of his appointment a letter of offer of appointment which should contain nature of his/her employment, detailed terms and conditions and matters related thereto for his unconditional acceptance. The offer of appointment for issuance to OMS and SMS category of services of employees shall be as given in Schedule-II and the offer of appointment for UAS and UFS shall be as given in Schedule-III (A & B).
- (h) On acceptance of the offer of appointment containing nature of appointment and detailed terms and condition, a office-order of individual appointment is to be issued to specify the nature of appointment, pay-scale, period of employment etc.

Appointment on Compassionate Ground

- (i) If a non-teaching employee dies having after served the University for at least 10 (ten) years, the request of a dependent family member of deceased employee for employment may be considered on compassionate ground.
- (ii) The application will be considered by a committee to be constituted by the Vice-Chancellor for this purpose to ascertain the suitability of the applicant for his/her appointment in the University in any kind of University services.
- (iii) The Committee will consider the application of the applicant on the basis of his qualification and requirement of the University. The Committee may interview the applicant to judge the suitability.
- (iv) The Vice-Chancellor will take final decision on appointment based on the report of the Committee.

- (v) Notwithstanding anything mentioned in these or other rules, the University reserves the right to refuse employment to a dependent-member of a deceased employee. However, reason of such refusal should be properly recorded and communicated to the individual concerned.

Additional conditions

- (i) Applicant must be dependent spouse, or alternatively major son or daughter of deceased employee.
- (ii) Application must be submitted with-in 6 months from the date of death of an employee.
- (iii) No family member of deceased employee should be in employment of university or any other government service.
- (iv) If application is considered favorably, applicant has to join after issuance of offer of appointment letter within stipulated time.
- (v) The Vice-Chancellor may relax any condition in deserving cases.

S/Reg/19. Proof of Date of Birth: Every person appointed in the University shall produce S.S.L.C. Certificate or Matriculation Certificate containing therein the date of birth which shall be treated as conclusive proof of the age of the person.

S/Reg/20: Probation:

- (i) Every person appointed on contract basis shall be on a probation for a period of one year which may be extended at the discretion of the University if considered necessary. During the probation period, the services of the employee are liable to be terminated at any time without assigning any reason thereof. The performance of the employee shall be adjudged by a Assessment Committee and on their satisfaction will be placed before the Vice Chancellor for acceptance. The probation period shall not be deemed to have been so completed unless he/she is informed of it in writing.
- (ii) During the probation period, the period of extraordinary leave granted during the period shall not be counted for calculation of one year of service i.e. the period of extraordinary leave shall be added to the period of calculation of probation period.

S/Reg/21: Date of Increment:

- (1) There will be a uniform date of grant of increment to all employees in any category of University services i.e. UAS, UFS, OMS and SMS with effect from 1st January or 1st July of each year, subject to following conditions:
 - (i) The employee is working in regular pay-scales of the University;
 - (ii) The employee has completed more than 6 months of service after his appointment in regular pay-scale as on 30th June of the relevant year;

(iii) The periods of service for calculating the eligibility period for grant of increment shall include as under:

(a) All periods of duty in the time scale.

(b) All periods of leave including extra ordinary leave for prosecuting higher studies

(c) All periods spent on Foreign Service or for higher studies and research in foreign universities or institutes.

(2) In respect of employee appointed on consolidated emoluments basis, will be considered for enhancement of their consolidated amount on the recommendation of the Committee to be appointed by the Vice Chancellor.

S/Reg/22. Modes of Appointment of a Dean of Faculty/Director of School and Executive Director of Centers:

(i) The Vice Chancellor by a specific order may designate a Senior Faculty Member as Dean/Director of a Stream/School on the basis of his/her merits and suitability to undertake the post, to be communicated to the incumbent by the Registrar.

(ii). The Vice Chancellor may appoint a Faculty Staff to function as Executive Director for undertaking the responsibility of managing the Centre of Excellence in studies and research, established by the University with or without any endowment. The communication to this effect shall be made by the Registrar.

(iii) The Vice Chancellor by specific order may designate a faculty member not below the status of Associate Professor as Controller of Examination.

Chapter-IV: Leave

Eligibility:

The employees appointed in any category of University services shall be eligible and entitled for grant of kind of leave and extent as explained in the succeeding provisions:

Leave Admissibility: The leave admissibility and competent authority to grant the leave shall be as under:

- (a) The leave as a general rule cannot be claimed as a matter of right.
- (b) The leave is earned by an employee for the period or the periods for which he has been on duty and has drawn his due pay and allowances.
- (c) The leave sanctioning authority:
 - (i) The Vice Chancellor in respect of all Faculty Members and employees in University Administrative Services.
 - (ii) The Registrar in respect of all employees in OMS and SMS category.
- (d) For every category of employees, a separate leave account shall be maintained for all kinds of admissible leave.

The leave application forms and formats for different kinds of leave are prescribed and are given in Annexure-VI to Annexure-XI.

S/Reg/23: Kinds of Leave

Subject to admissibility and extent, following kinds of leave are admissible to eligible employees. The Form of leave application is prescribed in Annexure-VI:

- (i) Academic leave
- (ii) Casual leave
- (iii) Maternity/Paternity leave
- (iv) Earned leave
- (v) Extra ordinary leave
- (vi) Study leave
- (vii) Sabbatical leave
- (viii) Medical leave

S/Reg/24: Academic leave: The academic leave is admissible only with prior approval of the Vice Chancellor and in respect of employees in the University Faculty Services (UFS). The leave shall be admissible to undertake following:

- (i). Attending Conferences, Congresses, Symposia and Seminars on behalf of the University and with the Permission of the University.
- (ii) Delivering Lectures in Institutions and Universities at the Invitation, Conducting courses for the UGC or for the University
- (iii) Working in any other Indian or Foreign Universities or other agencies/institutions.
- (iv) Participating in a delegation or working on a committee appointed by

the Government of India, State Government, UGC, a sister University or any other academic body.

(v) For promoting any other duty of the University or conducting any course outside or delivering lectures as desired by the University and

(vi) For giving evidences in the Court of Law or working as Amicus Curie appointed by any Court.

Provided that the duration of the leave shall be such as to include the date and time of journey if the leave is availed for outstation duty.

(vii) The maximum amount of academic leave shall not exceed 06 days in an academic year (03 days in a Semester) and shall not be combined with any other kind of leave.

(viii) Academic leave shall not be available as a matter of right. It may be refused for just and good reason.

Note: The leave account of academic leave shall be maintained in the Form as prescribed in Annexure-VII.

S/Reg/25: Casual Leave: The employees appointed on contract basis or on fixed lump-sum amount basis shall be entitled for casual leave as follows.

(i) The casual leave account shall be maintained in the Form as in Annexure-VIII on calendar year basis and if the employees joining in-between the year then they will be admissible for casual leave on pro-rata basis.

(ii) The casual leave shall be granted only if duration of such leave does not cause inconvenience to University services and in exigencies can also be refused by the leave sanctioning authority.

(iii) The casual leave cannot be combined with any other kind of admissible leave.

(iv) Casual leave may be granted to an employee for 12 days in a calendar year but not more than 7 days at a time.

S/Reg/26: Maternity/Paternity Leave:

(i) The female employees in any category of University services who has completed 12 months of service from the date of their appointment will be eligible for maternity leave subject to following:

(a) The maximum period of maternity leave shall not exceed 180 days from the date of its commencement/is availed.

(b) The maternity leave will be admissible to the female employees on two occasions only

Provided that if there is no surviving child, the maternity leave may be granted for a third time also.

(c) During the period of the maternity leave, the female employee shall be eligible to draw the leave salary equal to the pay due and admissible to her during that period.

- (ii) Maternity leave may also be granted in case of miscarriage, including abortion, subject to the following conditions:
 - (a) The leave doesn't exceed 45 days from the date of its commencement/is availed;
 - (b) The application for the leave is supported by medical certificate of an appropriate medical authority.
 - (iii) The maternity leave shall not be debited against any other kind of leave, but can be granted in combination to other kind of leave but not casual leave.

Paternity Leave

- (iv) A male employee who has completed 12 months of service from the date of his appointment shall be eligible for grant of Paternity leave during the period of confinement/delivery of his spouse.
- (v) The maximum period of Paternity leave shall be 15 days from the date of its commencement/is availed.
- (vi) During the period of the Paternity leave, the male employee shall be eligible to draw the leave salary equal to the pay due and admissible to her during that period.
- (vii) The Paternity leave shall not be debited against any other kind of leave, but can be granted in combination to other kind of leave but not casual leave.
- (viii) The Paternity leave shall be granted on two occasions only to the employee during his entire period of service.
Provided that if there is no surviving child, the Paternity leave may be granted for a third time also.

Note: The leave account of maternity/paternity leave shall be maintained in the Form as prescribed in Annexure-VIII.

S/Reg/27: Earned Leave

- (i) The earned leave is admissible to the employees in the University category of services of UAS, OMS and SMS.
- (ii) The earned leave shall be admissible to the employees subject to clause-(i) who have completed 5 years of service in the University from the date of his appointment. However, this condition shall not be applicable in respect of the employee who has been deputed by the State Government. In his case, the leave earned and balance in his credit will be applicable.
- (iii) All eligible employees on completion of 5 years of his service shall be credited with 15 days of earned leave on 1st January and 1st July of each relevant year. However, if an employee completes his 5 years of service in-between the calendar year then earned leave will be credited at the rate of 2-1/2 days for every completed calendar month of service till the close of half-year in which the employee completes the half-year. The period of earned leave so calculated will be rounded-off to next higher

figure at the close of the half-year. From the next half year the employee shall be credited earned leave by 15 days leave.

- (iv) Maximum leave that can be sanctioned at a time ordinarily shall not exceed 30 days. However in exceptional circumstances the Vice Chancellor may sanction more than 30 days in case of higher studies, training or leave on medical ground.
- (v) The maximum amount of accumulation of earned leave shall be 300 days during the entire period of contractual service of the employee.
- (vi) Period of unauthorised absence will not count for earning earned leave.
- (vii) The earned leave is not encashable.
- (viii) The earned leave is not admissible to the employees in the University Faculty Services.

Note: The leave account of earned leave shall be maintained in the Form as prescribed in Annexure-IX.

S/Reg/28: Extra Ordinary Leave

- (i) The extra ordinary leave may be admissible to a employee who has completed atleast 12 months of service from the date of his appointment.
- (ii). The extra ordinary leave may be admissible only in case no other kind of admissible leave is available in the leave account of the individual employee.
- (iii) The maximum period of grant of extra ordinary leave at a time shall not be more than 2 years when no other leave is admissible and the employee applies in writing for grant of extra ordinary leave.
- (iv) The Extra Ordinary Leave shall always be without pay and allowances and shall also not be counted for the purpose of increment excepting in the following cases:
 - (a). Leave taken on the basis of medical certificate.
 - (b). Cases where the Vice Chancellor is satisfied that the leave was taken due to the causes beyond the control of the employee such as inability to join or rejoin the duty on account of natural calamity;
 - (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 in any foreign university.

(iii). Extra Ordinary leave can be combined with any other leave except casual leave

provided that the total absence from the University doesn't exceed 3 years.

- (iv). Extra Ordinary leave may be granted to an employee of the University up to the age of 55 years only.
- (v). An employee who has availed study leave/ sabbatical leave once shall not be entitled for grant of extra ordinary leave for pursuing higher studies.

Note: The leave account of extra-ordinary leave shall be maintained in the Form as prescribed in Annexure-X.

S/Reg/29: Study Leave:

(i) An employee who has completed a minimum of 5 years of service shall be eligible for grant of study leave to pursue a special line of study or research which is directly related to his/her work in the University as is certified and recommended by his immediate authority and approved by the Vice Chancellor.

(ii) The course of study should be undertaken in any approved University/Institution of higher learning.

(iii) The period of study leave shall not exceed 2 years which may be extended by another year in exceptional circumstances.

(iv) Deleted.

(v). Deleted.

(vi) The study leave will be granted only once during the entire service period of the employee.

Provided that the study leave shall be granted to an employee upto the age of 55 years only.

(iv). An employee who has availed extra ordinary leave/ sabbatical leave for pursuing higher studies or for any other purposes mentioned under extra ordinary leave and sabbatical leave shall not be entitled for grant of study leave.

Note: The leave account of study leave shall be maintained in the Form as prescribed in Annexure-VIII.

S/Reg/30: Sabbatical Leave

(i). The employees in the category of the University Faculty Service on completion of contractual period of 15 years and further completion of two year during subsistence of renewed contractual period may be granted sabbatical leave to undertake study or research for a period not exceeding one year at a time and two years in the entire career of the concerned faculty to undertake study or research or other academic pursuit solely for the object of increasing their efficiency and their proficiency and usefulness to the University.

(ii). The faculty on sabbatical leave shall not take up during the period any regular appointment under another organization either in India or abroad. He/she may be allowed to accept any fellowship or ad-hoc teaching and research assignment with or without honorarium or with any other form of financial assistance.

(iii). Deleted.

(iv). An employee who has availed extra ordinary leave/ study leave once shall not be entitled for grant of sabbatical leave for undertaking study or research.

(v). The Sabbatical leave may be granted to an employee up to the age of 55 years only.

Note: The leave account of sabbatical leave shall be maintained in the Form as prescribed in Annexure-VIII.

S/Reg/30-A-Medical Leave

- (i) An employee in any category of University services who has completed at least 12 months of service may be granted medical leave on full pay and allowances for a period not exceeding 15 days in a calendar year or in exceptional circumstances, to a maximum of 30 days on recommendation and certification by the treating Medical Officer and also supported and recommended by the University Medical Officer. (Annexure-XI)
- (ii) The medical leave shall not be carry forward or can be accumulated.
- (iii) The medical leave shall be admissible only in the cases of hospitalization.

If an employee is not having sufficient balance of any leave in his/her account, medical leave may be sanctioned upon recommendation of university medical officer if the employee has been providing satisfactory services and no disciplinary action has been taken, initiated or pending against the employee for his/her willful absent.

Note: The leave account of medical leave shall be maintained in the Form as prescribed in Annexure-X.

Chapter V: Miscellaneous

S/Reg/31. Interpretation: In case, if any clarification is required on any of the provision of these regulations, the interpretation of the vice chancellor shall be final.

S/Reg/32. Amendment: The Regulation/Regulations can be amended by the Executive Council in the same manner as these Regulations is formulated, passed and enforced.

S/Reg/33: Power to Relax- Where Executive Council is of the opinion that it is necessary or expedient so to do so, it may by order, for reasons to be recorded, relax any provision with respect to any class or category of persons.

Chapter VII GRATUITY

S/Reg/31: An employee who has completed five years' qualifying service and whose service in the University is terminated on account of death/resignation, or who retires on attaining the age of retirement may be paid a gratuity equal to one half of the emoluments of the employee for each month of the completed year of his qualifying service.

S/Reg/32: If an employee who has completed five years' qualifying service dies while in the services of the University, such member or members of his family as may have been nominated by him/her in this behalf in the manner prescribed by the Vice-Chancellor, may be granted gratuity equal to one half of the emoluments of the employee for each completed year of his qualifying service, subject to a minimum of twelve times the emoluments at the time of his death.

S/Reg/33: The amount of gratuity admissible under clauses (31) and (32) shall in no case exceed 16.5 times the emoluments of the employee or Rs.20,00,000 (Twenty Lakh Rupees), whichever is less.

Death Gratuity:

The Death gratuity as admissible in the case of death in service of an employee is at the following rates:

Length of Service	Rate of Gratuity
Less than 01 Year	2 times of monthly emolument
01 Year or more –Less than 05 Years	6 times of monthly emolument
05 Years or more -Less than 20 years	12 times of monthly emolument
More than 20 Years	Half of emoluments of every completed six-monthly period of qualifying service, subject to a maximum of 33 times 'emoluments', or, Rs.20,00,000/- (Rupees Twenty Lacs) (whichever is less).

S/Reg/34: For the purpose of this regulation:

- (i) 'employee' means a person appointed in a regular pay-scale/or on fixed monthly lump-sum amount in any kind of University Services, but it does not include person/s appointed post-retirement.
- (ii) 'emoluments' means the monthly pay plus dearness allowance to which the employee may be entitled at the time of termination of his service or his attaining the age of retirement or his death, as the case may be.
- (iii) 'qualifying service' means continuous service in the University as a contract employee.
- (iv) 'family' should not include relations other-than the wife, husband, children or parents of the employee.

S/Reg/35: Notwithstanding anything contained in Regulation-31 to 34,

- (i) the gratuity of an employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the University shall be forfeited to the extent of the damage or loss so caused;
- (ii) the gratuity payable to an employee may be wholly or partially forfeited-
 - (a) If the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or
 - (b) If the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.