



# GOKUL GLOBAL UNIVERSITY, SIDHPUR

(Established by Govt. of Gujarat Act No. 4 of 2018 & Recognised under Section 2(f) of UGC Act 1956)

## HR MANUAL



# GOKUL GLOBAL UNIVERSITY

Prepared by:

Office of the

Registrar

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**INDEX**

<b>CHAPTER</b>	<b>NAME OF POLICY</b>	<b>PAGE NO.</b>
CH-I	PRELIMINARY	3
CH-II	MANPOWER PLANNING POLICY	5
CH-III	RECRUITMENT POLICY-	9
CH-IV	ON-BOARDING POLICY	20
CH-V	CERTIFICATION & REGISTRATION POLICY	22
CH-VI	POLICY ON COMPETENCY ASSESSMENT & PERFORMANCE APPRAISAL	23
CH-VII	TRAINING & DEVELOPMENT POLICY	44
CH-VIII	PROMOTION POLICY	49
CH-IX	EMPLOYEE HEALTH CHECK-UP POLICY	56
CH-X	PERSONAL FILE POLICY	58
CH-XI	GRIEVANCE REDRESSAL POLICY	63
CH-XII	DISCIPLINARY ACTION POLICY	66
CH-XIII	OCCUPATIONAL HAZARD POLICY	68
CH-XIV	ETIQUETTE POLICY & CODE OF PROFESSIONAL ETHICS	71
CH-XV	POLICY ON FESTIVALS & NATIONAL HOLIDAY	79
CH-XVI	LEAVE POLICY	80
CH-XVII	IN-HOUSE MEDICAL BENEFIT POLICY	89
CH-XVIII	POLICY AGAINST SEXUAL HARASSMENT	92



## CHAPTER-I

### PRELIMINARY

#### 1. Short Title and Commencement

- 1.1 These Policies shall be called the Gokul Global University HR Policy.
- 1.2 They shall come into force from the date of approval by the President.

#### 2. Applicability

- 2.1 This shall apply to every Regular and Adhoc employee appointed by the University and its constituent Institutions. They shall not apply, except as otherwise provided in these Policy Rules or to such an extent as may be specifically or generally decided by the University, to honoraries, visiting faculty members and the like.
- 2.2 On and from the date of commencement of this Policy
  - 2.2.1 The terms and conditions of the service of the existing regular employees of the University shall stand modified in accordance with the provisions of this policy.
  - 2.2.2 The terms and conditions of service in force at present stand repealed. Not with standing such repeal, anything done or any action taken under the said provisions, shall be deemed to have been done or taken under the repealed provisions as if such provisions had not been repealed.

#### 3. Power of Relaxation

The President at its discretion may exempt any employee from application of provisions of these policies or may direct that such provisions shall apply to such an employee with modifications not affecting the substance thereof.

#### 4. Definitions

- 4.1 In these policies, unless there is anything repugnant in the subject or context-
  - 4.1.1 The University means Gokul Global University, Sidhpur.



4.1.2 Competent Authority means the Authority defined as such by the Acts and Statutes of Gokul Global University for various administrative and financial purposes.

4.1.3 For the purpose of these policies, the expression "Employee" will mean and include a member of teaching and non-teaching staff of the University.

4.1.3.1 Members of the Teaching Staff mean the members of faculty, i.e. Directors of Institutes & Course, Deans, Librarians, Professors, Associate Professors, Readers, Assistant Professors, Lecturers, Teaching Assistants etc. as notified from time to time;

4.1.3.2 Any other person appointed specifically to be a member of the Teaching Staff by the university.

4.1.4 Non-teaching staff will mean and include all other employees not covered under (4.1.3.1) & (4.1.3.2) above.

4.2 For the purposes of these policies, the terms 'he', 'him', 'his' and 'himself' shall also refer to 'she', 'her' and 'herself' wherever the context warrants and singular will also include plural.

## **5. Power to implement**

Right to interpret any of the Policy rules rests with the President whose interpretation shall be final.

The powers exercisable by an authority under these policies shall also be exercisable by any authority superior to the authority first mentioned.

## **6. Provost's power to delegate**

The Provost may delegate to the Registrar, Dean or the HOIs subject to such conditions as he may think fit, any of the powers conferred upon him by these policies.



## CHAPTER-II

### MANPOWER PLANNING POLICY

#### 1. Purpose:

- 1.1 The manpower planning policy aims to capture the human resource requirements for the financial year to realize the aspiration and operational goals of the organization.
- 1.2 This document aims to provide guidelines to the HOD's, Head of the Institutions and Registrar, to prepare manpower plans related to their function by identifying competencies required for performing such roles.

#### 2. Scope:

##### 2.1 Applicability and Eligibility:

- 2.1.1 This policy is applicable to all the constituent Colleges/Institutions of Gokul Global University, Sidhpur.
- 2.1.2 This policy is applicable to all levels of manpower requirement at Gokul Global University, Sidhpur including Hospital Consultant Doctors but excluding temporary and outsourced employees if any.

#### 3. Process:

- 3.1 The manpower plan should be an integral part of annual budgeting exercise / annual operating plan.
- 3.2 HODs will prepare the manpower plan in consultation with the HOIs for the financial year by qualitatively assessing the departmental workforce requirements, based on the work load as well as guidelines of the concerned regulatory authority.
- 3.3 The Manpower Plan will be recommended by the HOIs/Dean and forwarded to Registrar. HODs will raise the Manpower Requisition Form duly filled, in the prescribed format as and when there is a need for recruitment. Replacement Budgeted/Non-Budgeted position or additional/new needs to be approved by the Provost and President.
- 3.4 If, it is an existing post, whenever possible, it should have an exact replacement, identified as per the Job Description.



- 3.5 If, it is a newly established post, it gives an opportunity to revise the job description. Hence, it becomes necessary to be clear on the exact requirements. Draw up a job description and consult the Registrar in relation to the appropriate grade and salary. For newly established post, justification needs to be as per section 3.2.
- 3.6 If any new courses approved by the University, HR section of the university will approve the manpower requirements as per the workload mentioned in DPR and no new requirements are to be raised by the HOD/HOI/Dean.
- 3.7 HR section of the University will have Job description of each of the manpower requirements of the constituent Institutes/Colleges of the University, as per the guidelines of the related regulatory authorities. In case of courses run by University, Dean of the concerned faculty will prepare the same as per the guidelines of the UGC and submit to the University for Further Approval.
- 3.8 Any additional requirements related to the Job, in addition to that defined as per section 3.7, HOIs and Dean of the Faculty should provide the same to HR section of University along with Manpower requirement, under these guidelines.
- 3.9 The completed Manpower Requisition Form will confirm:
- 3.9.1 Details of the post.
  - 3.9.2 Requirement from the HOD and the recommendation from the HOIs/Dean.
- 3.10 Duly filled in forms will be submitted to Human Resource Department in the Office of the Registrar for the following to be validated by identified Specialists.
- 3.10.1 To analyze and evaluate the job, its requirement and specifications such as age group, educational qualification, experience, domain knowledge, salary range, band/level.
  - 3.10.2 To validate the job description and its relation to other jobs / roles & responsibilities in the organization including reporting structure.
  - 3.10.3 To identify the competencies and Key Performance Indicators(KPIs)
  - 3.10.4 Once the above are validated, it should be certified by the Registrar before forwarding it to the Provost and President for final approval.
- 3.11 Duly filled forms will be submitted to the Provost for its approval, irrespective of the replacement / Budgeted positions. President will finally approve after verifying the approval of Manpower Plan as per the approved budget and the need of the vacancy to be filled.



3.12 Manpower ratio Matrix including Student Teacher Ratio (STR): As per the guidance of UGC, other regulatory bodies/councils.

#### 4. Stakeholders /Ownerships:

##### 4.1 Roles, Responsibilities and Accountabilities:

4.1.1 **Head of Departments/Institutions:** HODs/HOIs/Dean is responsible for the activities in their respective domains. The manpower requirements in those departments need to be assessed and raised by them. HOD, HOIs/Dean and Registrar will collaborate to determine the man power requirement.

4.1.2 **Registrar:** He will coordinate with HOIs in determining the manpower requirements as per the manpower budget of respective Institutions. He shall be responsible for its approval through proper channel.

4.1.3 **Provost:** Review & approves the manpower requirements and ensure that the requirements are as per the standards of the academic & administrative excellence.

4.1.4 **President:** Finally approves the manpower requisition form to begin recruitment process.

#### 5. Empowerment and Accountability Matrix:

Process Description	Authority
Preparing the Manpower Plan- primary responsibility	HOD
Filling of Manpower Requisition Form	HOD
Recommending of Manpower Requisition Form	Dean/HOIs
Manpower Policies changes	Registrar
Appointment of Specialists if required to validate the Manpower Requisition Form	Registrar
Manpower Matrix measures and STR will be approved by	Provost



Approval for Manpower plan	1 <sup>st</sup> level approval of Provost through Registrar, and final approval by President
Approved Manpower Plan records maintained by	Office of the Registrar

#### 6. Manpower Requisition Form

Position Name	
Department Name/Unit	
Reason for the Vacancy	Resignation/Termination/Deputation/Death/Permanent Disability /New Position/Superannuation
If Replacement then Replacement of whom?	
If New Position, Reason for its creation	
Educational Qualification	
Area of Expertise	
Other Skills	
Salary with Pay Scale	
Year of Experience	
To be filled within the date	

Request By

HOD Name & Sign

Recommended By

Sign of HOIs & Dean





## CHAPTER-III RECRUITMENT POLICY

### 1. Purpose:

- 1.1. Aims to provide criteria and guidelines to leaders and managers to recruit employees who are competent and capable to deliver desired results and contributes to the growth of the University.
- 1.2. To guide interviewers to adopt effective recruitment practices and attracts talent on an ongoing basis.
- 1.3. To provide equal employment opportunities irrespective of sex, caste, creed, color, nationality, religion, community or political opinion.
- 1.4. University does not recruit any child labor either by the Management or through any of the contracts engaged in business. University does not encourage forced labor.

### 2. Scope:

For selection of all cadres in Gokul Global University, Sidhpur and its constituent Colleges/Institutions.

### 3. Manner of Appointment:

Whenever vacancies arise or when new posts are created, the appointment on such teaching posts shall be made through direct recruitment or by promotion of candidates available in the University.

- 3.1 All the appointment to permanent posts of teachers in the University shall be with the approval of the Governing Body/Board of Management on the recommendation of a Selection Committee in accordance with the provisions of the Statutes after such posts have been duly advertised with such qualifications and scales as have been prescribed by the University Grants Commission/respective councils for each category of teaching posts and the candidates concerned have been interviewed by the Selection Committee, except in case where such committee decides to consider the case of a candidate, otherwise than by an interview.

The Selection Committee shall consist of:

- i. President or his/her Representative
- ii. Provost or his/her Representative



- iii. Nominee of Sponsoring Body
- iv. HOIs and/or Dean of Faculty;
- v. Two experts (One External Expert Preferred) in the concerned discipline nominated by Provost upon recommendation of HOIs/Dean.

3.2 For making temporary appointments to posts of teachers for the temporary vacancy, an appointment shall be made on the recommendation of a Local Selection Committee consisting of Dean of the Faculty and Director/HOIs/Head of the Department.

3.3 Notwithstanding anything contained in the foregoing clauses of these policy, the President may invite a person of high academic distinction and professional attainment to accept a post of Professor Emeritus in the University, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

The President of the University may appoint a teacher or any other academic staff working in any other University or institution for undertaking a joint project as per MOU and in accordance with the manner prescribed in the Statutes.

3.4 Appointment on contract basis:

The teachers shall as far as possible be appointed in substantive capacity. However, the Provost/President may, on an urgency basis, authorize appointment of teachers on contractual basis, when it deems it is necessary and urgency. The teachers should be appointed on contractual basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher.

3.5 Appointment of Non-teaching employees:

The employee of University for the purpose of this policy mean administrative/other non-teaching employee. It excludes persons working on contract or casual basis. Whenever vacancy of administrative/other non-teaching employees arises or new post is created, appointment on such post in the University shall be made by the Provost with the approval of the President on the recommendation of a Selection



Committee in accordance with the provisions of the Statutes after such posts have been duly advertised with such qualification and scale as have been prescribed for the post.

The Selection Committee for appointment to the administrative/other non-teaching employee's posts shall consist of the President, Provost, Registrar and HOI/HOD of the concerned Institute/Department.

**3.5.1 Appointments on contract basis:**

The employees shall as far as possible be appointed to substantive post. However, the University may, on an urgency basis, authorize appointment of employees on contractual basis, when it deems it is necessary and urgent. Provided that such appointments shall as far as possible be in accordance with the selection norms and procedures laid down herein. All such appointments are to be with the approval of Provost/President.

**4. Process:**

**4.1 Recruitment Process:**

- 4.1.1 The talent acquisition process begins once the manpower planning requirements have been determined and the necessary approvals are granted. The laid down process needs to adhere when a post is to be filled.  
Reference: GGU/REG/HRM/01 Policy on Manpower Planning.
- 4.1.2 HOIs will submit a duly recommended Manpower Requisition Form to HR Department for recruiting either a new or replacement post. Where the HODs/HOIs find it difficult to fill in the details, he/she should consult the Registrar.
- 4.1.3 After receiving the Manpower Requisition Form, the Registrar will verify if the manpower requisitioned is as approved in the Manpower Plan of the department. In case it is approved, Registrar will put in his/her remarks and forward it to President through Provost for approval to recruit. In the event the position is not approved, it will be forwarded to the President through Provost along with the revised Manpower Plan for the approval.
- 4.1.4 On approval the HR Section of the University will begin sourcing of applications and resumes from approved channels of sourcing such as databank, approved referral programs, online portals, advertisements in newspapers / journals / magazines or recruitment agencies. It is the



responsibility of HR department to adopt the most cost-effective means of obtaining suitable candidates.

#### **4.2 Sources of recruitment are classified into Internal and External:**

421 **Internal:** The internal source of recruitment is an avenue to provide an opportunity for existing employees within the organization to perform the new role.

4.2.1.1 Registrar will release an internal job posting calling for applications from the employees. Employees who have suitable qualifications may apply for the vacancy provided their HOIs issues no objection certificate. This provides growth opportunities for employees within the organization and encourages employee retention. This may be termed as Role Change which doesn't change other terms and conditions of employment except for change in the role being performed. Role Changes can be effected with or without Promotion (if there is a change in salary/band).

4.2.1.2 Employees can also refer their acquaintances who have suitable qualifications for the position. If the referred candidate is selected, the Registrar shall release a certificate of appreciation to the employee who referred the selected candidate. Referral program is not applicable to the family of the employee.

4.2.1.3 Relatives / Family members can be hired, but not under the same department or under the same Head of the Department. However, it needs to be recommended by the Registrar and approved by the President through Provost.

4.2.1.4 The rehiring of a staff can be done only after a gap of six months from the last working day provided the staff had resigned under normal circumstances. The HOIs can recommend through proper channel the rehiring however, the same needs to be approved by the President through Provost.

422 **External:** External source of recruitment can be classified under the following heads:

4.2.2.1 Existing Data Bank: The prospective applications available in the data bank can be utilized as per the requirement of the job specification. HR Department should refresh the data bank on a quarterly basis and must



Maintain electronic folders with dates of resumes. Hardcopies can also be maintained by printing/writing date of receiving the resumes. In any case the data should not be more than six-month old.

4.2.2.2 Web Recruitment: HR section of the university should refer the approved job recruitment sites like Naukri, Monster, and LinkedIn etc. according to the requirements and put them into recruitment process as per the university guidelines. HR section, will obtain consent of such candidates before moving forward on such resumes. Registrar must seek approval of President through Provost to subscribe to the job sites such as Naukri, Monster, LinkedIn etc to search the suitable resumes. Return on Investment should be calculated to ascertain the value of Web Recruitment especially during renewals.

4.2.2.3 Advertisement: Advertisements must be issued as and when required and when there are many positions to be recruited. Such advertisements should be published in University Web Portal and in the proper edition of the Print / Electronic media covering our requirements.

4.2.2.4 Human Resource Consultancy: This source can be used for identifying candidates for higher-level positions. This can also be adopted while we are not able to source candidates from any other cost effective source.

4.2.2.5 Campus Interview: To source high quality talent from reputed Institutions; HR Department of the University shall plan Campus Interviews on an ongoing basis or as and when required. The interviewers should be empowered to take selection decisions.

4.2.2.6 Conducting Walk-in-interview: To recruit large number of employee's walk-in-interviews may be conducted.

#### **423 Scrutiny of applications:**

4.2.3.1 Applications are received by the HR Department from the candidates and they are scrutinized and short listed as per the job specification and norms. After preliminary check by HR, Screening Committee consisting of three members, appointed by the Provost shall screen all the applications according to the criteria laid down by UGC and other regulatory bodies. After that; HR Department shall prepare a summary



of all the candidates finalized by the committee to be called for the interview.

4.2.3.2 HR department of the university will check the requirements raised as per the approved manpower requirements.

4.2.3.3 The shortlisted applications will then be presented to the selection committee at the time of interview for final selection.

4.2.3.4 The rejected candidates will be informed about the outcome over a courtesy call by the HR Department. The message in the call should be in the approved and in a courteous manner stating that the candidate "is not shortlisted and he/she may pursue her/his career interests elsewhere." Details of why the person is rejected or any other reason/information whatsoever should be kept confidential and not revealed to the candidate. Relegating this responsibility to junior personnel will have detrimental effects on the purpose of this clause.

**4.2.4 Interview & Selection process:**

4.2.4.1 Shortlisted candidates will be called for interview through a phone call/E-Mail/Registered Post etc. A mutually convenient time shall be given to the candidates to make necessary arrangements to appear for the interview.

4.2.4.2 In case of shortlisted outstation candidates, the university may provide with to and fro travel fare, lodging & boarding and internal transportation (if required). But this should be with the prior approval of the President through Provost and as per relevant travel policy norms.

4.2.4.3 HR Department will invite the candidates for interview, and make the necessary administrative arrangements. This will include:

- a. Scheduling of interview time
- b. Intimation to the candidates regarding time and venue well in advance.
- c. Intimation to the experts or selection committee
- d. Organizing Written/Technical Test to candidates, where applicable
- e. Send interview pack (Resume, Candidate Evaluation Sheets, and Written/Technical Test Results, if any) to each expert prior to the interview.



**Written /Technical Test:** Wherever necessary for the selection process of that position, a standard questionnaire or a practical test will be held for testing the skill of the candidates with very clear threshold levels. There should be a provision for the written test, in case numbers of candidates are very high (more than 10 times of no of posts) for the given number of posts. On successful completion of the Written/Technical Test, the candidate will be short listed for a personal interview.

4.2.4.4 Personal Interview / Selection: The experts have the responsibility of making the right selection of candidate. Experts have a serious commitment to the selection process prescribed in the policy. The integrity of the selection process, particularly the interviews, must not be compromised.

4.2.4.5 All applications either selected or not selected in separate covers shall be submitted to the Office of the Registrar.

**Note:**1. HR representative shall verify the original documents of candidates before conduction of the interview.

2. Registrar shall verify the original documents of the selected candidates from the concerned authority.

The Waitlisted/Not Selected candidates will be informed about the outcome over a courtesy call by the HR Department. The message in the call should be in the approved and in a courteous manner stating that the candidate "is not shortlisted and he/she may pursue her/his career interests elsewhere." Details of why the person is rejected or any other reason/information whatsoever should be kept confidential and not revealed to the candidate. Relegating this responsibility to junior personnel will have detrimental effects on the purpose of this clause

#### 5. Exceptions:

The recruitment can start from any level in the process on special requirement brought upon and approved by the President.



## 6. Terms and conditions of service

All employees of the University or any of its constituent Institutions shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as specified here in.

## 7. Age of Entry/Age of Retirement:

71 Minimum/Maximum age for appointment to any post in the University shall be as per the prevailing norms of the government authorities.

72 All officers/teachers/employees of the University shall, if they are not employed for a fixed period, retire from the University service with effect from the afternoon of the last day of the month in which they attain the superannuate age as prescribed by University Grants Commission or respective Statutory Body or State Government. However, the University can appoint officers/teachers/employees on contract basis as per the requirement of the university.

Name of Post	Superannuation Age	Reference	Remarks
Provost / Vice-Chancellor	70 years	Central University of Gujarat act 2009.	
Registrar / Finance Officer / Controller of Examination	62 years	UGC letter no. F. No. 11-1//2017 (CU) dated 18/01/2018	
Deputy Registrar / Deputy Finance Officer / Deputy Controller of Examination	60 years		
Assistant Registrar / Assistant Finance Officer / Assistant Controller of Examination	60 years		
Deputy Librarian / Deputy Director of Physical Education	62 years	UGC letter no. F. 3-1/94(PS)-7 dated 03/03/2007.	
All Teaching staff in Higher and Technical Educational Institutions	65 years	UGC letter no. F.3-1 / 94PS) Vol.9) dated 04/04/2007 No. F. 22-5/2007-TS-III dated 12/07/2007	An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.
All faculty members and Principals / Directors	65 years	AICTE Notification dated 01/03/2019.	
All Class IV employees	60 years	Gujarat Govt.	





Other employees	58 years	Gazette, Ex., dated 12-11-2002.	
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**8. Pay and Allowance:**

- 81 The Pay Scales of all employees of the University shall be such as prescribed by University Grants Commission/relevant statutory bodies and norms updated from time to time by Gokul Global University.
- 82 Employees appointed on ad hoc basis or for a specific period or on contract basis will receive emoluments as may be agreed upon between them and the appointing authority. Provided that the appointing authority will ensure that they possess minimum qualifications and/experience as prescribed by the University Grants Commission/respective councils.
- 83 Allowances such as Dearness Allowance, Special Allowances, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, per diem allowance (For international visit) etc. applicable to employees shall be such as fixed by the University.

**9. Resignation, Termination of Service:**

9.1 The Service of any employee of the university or its constituent Institution shall be liable to termination on any of the following grounds:

- (i) Gross negligence in the discharge of duty;
- (ii) Misconduct;
- (iii) Insubordination or any breach of discipline;
- (iv) Physical or mental disability for the discharge of duty;
- (v) Any act prejudicial to the University or its property;
- (vi) Conviction by a Court of Law for offence involving moral turpitudes; and
- (vii) Guilty of activity which is anti-secular and which tends to create communal disharmony.
- (viii) Disclosure of any confidential information and Intellectual Property related matters without approval from competent authority of the university.

9.2 If a temporary employee wants to resign from service; he/she will have to give one



month's notice in writing to the University. If the employee fails to give such a notice, the University shall recover one month's salary from unpaid salary or any deposit in account of University, from him/her in lieu of such notice. The period of one-month notice will commence from the date of receipt of the notice in the University office. Such employee will not be entitled for any leave during this notice period. However, in case of emergency, leave may be granted but this will extend the notice period.

- 9.3 If the University decides to relieve any employee not confirmed in the service, one month's notice shall be given to him/her or in lieu of notice, he/she shall be paid one-month salary but if the services are terminated on any ground as mentioned in sub-clause 9.1 above, then the University will terminate the services of the employee immediately without giving him/her one-month salary.
- 9.4 A permanent employee shall be required to give three months' notice in case he/she wants to resign, or he/she shall pay to the University three-month salary, in lieu of such notice but if the University terminates a permanent employee on any ground mentioned in sub-clause 9.1 above, then University can terminate the services of the employee immediately without giving him/her any notice and University shall not be liable to pay him/her any salary.
- 9.5 However, in exceptional circumstances, the notice period of either one month or three months may be waived off by the President on the recommendation of Provost.
- 9.6 An employee before leaving the University service shall hand over the charge of his/her post to a duly authorized officer for such purpose as designated by the HOIs/Deans/Provost or Registrar. Employee has to take no dues certificate as per University norms.
- 9.7 An employee who is in the occupation of residential accommodation of the University/Sponsoring Trust, shall while leaving the service of the University vacate the residence allotted to him/her by the University and shall handover his/her complete articles/furniture in the allotted house to a person designated by Registrar. In the absence of this, if there is any damage or loss of articles from the house noticed at the time of vacation, the University shall have the right to recover the amount from his/her unpaid salary or deposit with the University.



**10. Provident Fund/ESI/Gratuity:**

Employees of the University shall be given the benefit of subscribing to the contributory Provident Fund, ESI and avail Gratuity as per the University norms.

**11. Code of professional ethics:**

The University shall evolve its own professional and general ethics after full discussion in the Academic Council and Governing Bodies and incorporate the same in its Regulations, for strict observance by the academic and other staff of the University.

**12. Residuary Matters:**

In regard to matters not specified or referred to in these Rules, the employees shall be governed by the Statutes/Ordinance/Policies/Decisions/Regulations and other orders applicable to the employees of the University in general.

**13. Power to Relax:**

All administrative orders/instructions providing any relaxation, exemption etc. of the provisions of recruitment rules issued with the approval of the President prior to notification of these Rules shall be superseded by such notification.

**14. Removal of Difficulty:**

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Provost/President may, from time to time, issue such general or special directions and instructions with the approval of the Board/Council but not inconsistent with the provisions of these Rules, which appear to be necessary for the purpose of removing such difficulty.



## CHAPTER-IV

### ON-BOARDING POLICY

#### 1. Purpose:

- 11 The policy aims to provide guidelines to complete the loop once the decision to hire a candidate is made.
- 12 To verify the candidate's credentials, release offer letters. To efficiently run all joining formalities.
- 13 To onboard new employees and create a positive impression in the minds of new employees about the University.

#### 2. Scope:

This policy is applicable to new employees who join in any Grades/levels at Gokul Global University, Sidhpur and its constituent Colleges/Institutions excluding temporary and outsourced employees.

#### 3. Process:

- 31 Once the hiring decision is made to recruit a candidate, the HR Department will collect documents listed in the policy. The HR Executive ensures that all documents are collected without any deviation.
- 32 Background verification/checks {criminal (Self Declaration), education, experience}:
  - 3.2.1 Antecedent check
  - 3.2.2 Fitness Certificate (Except X-ray film) i.e. upon Pre-employment medical checkup in a recognized hospital and signed by the Medical Superintendent.
- 33 All personnel including contractual shall have a comprehensive University/ College/Hospital and department-specific orientation program with evidence that responsibilities shall be performed safely and efficiently in respective work environments. All personnel including contractual staff shall have orientation as appropriate to the University/College environments, patient care, safety, infection control and other activities.
- 34 Department heads shall be responsible for each employee asunder:
  - 3.4.1 Ensuring attendance at hospital orientation especially for health care staff and providing documentation of such in the Training/HR department records / file (within 15 days of joining).



3.4.2 Organizing department-specific orientation for each new employee (service standard and Functional Training Plan).

3.4.3 Assessing and documenting initial competency for direct patient care providers.

**4. Empowerment & Accountability Matrix:**

<b>Process Description</b>	<b>Authority</b>
Preparation of Offer letter/ appointment order	HR Executive, to be signed by Registrar
Organizing for Pre-employment medical check up	HR Executive
Joining formalities	HR Executive
PF/ ESI nomination forms	HR Executive
ID card issuing	HR Executive
Visiting Cards	HR Executive
Creation of Email ID	HR Executive with Approval from Registrar
Biometric Registration	HR Executive
Bank account details (opened for salary purpose)	HR Executive to coordinate with Bank & Accounts Dept.
Service agreement signed as agreed	HR Executive
University/Hospital tour	HR Executive
All safety trainings	Safety Officer
Department induction and job requirement Orientation	HOD



## CHAPTER-V

### CERTIFICATION & REGISTRATION POLICY

#### 1. Purpose:

To ensure that Gokul Global University, Sidhpur complies with applicable statutory compliance under the laws, and other certifying agencies and organizations that relate to the certification, registration and licenses for its professional staff if required.

#### 2. Scope:

For all employees of the university and its constituent colleges including hospital wherever applicable.

#### 3. Policy:

- 31 Employee has to provide proof of licenses, certification, and / or registration required as per norms.
- 32 Gokul Global University shall not allow any employee to work in a position that requires a certification, registration and/or license that is not valid on the date of appointment. However, in case of employees waiting for outcome of Registration/Certification/Licenses etc. may be considered and have to submit within the stipulated period.
- 33 Registration Certificates should not be shared to any other place e.g. Pharmacists should not share with some other Medical Store, Nurses should not share to some other Nursing College etc. Any deviation will invite severe disciplinary action.

#### 4. Procedure:

- 41 Employees who are required by job description to be holding a degree, certified, registered, and / or licensed shall present proof of current status of such at the time of hire to the HR Department.
- 42 The Human Resource personnel shall verify on an ongoing basis current license, certification or registration as required by the position or job profile and qualifications.



## CHAPTER-VI

### POLICY ON COMPETENCY ASSESSMENT & PERFORMANCE APPRAISAL

#### 1. Purpose:

- 1.1 To define and establish the system which could ensure the requisite skills are in place to achieve the expected outcomes at the Institution.
- 1.2 To provide a mechanism at the department level for competency assessment of employees.

#### 2. Scope:

All employees (faculty members and staffs) of Gokul Global University and its constituent Colleges/Institutes.

#### 3. Definitions:

- 3.1 **Competence** - is the potential ability to integrate the knowledge, skills and attitudes required for performance in a designated role or setting.
- 3.2 **Competency** - is the demonstrated ability to integrate the knowledge, skills and attitudes required for such performance.
- 3.3 **Employee** - Staff on rolls of Gokul Global University and its constituent units.

#### 4. Policy:

- 4.1 **Job descriptions**- For every employee HR shall maintain a job description that specifies current Job responsibilities, reporting structure, Qualification & Experience to perform the job. A copy of the same to be given to the employees to follow.
- 4.2 **Performance appraisal**- The Institution shall develop and utilize standardized appraisal for each employee that includes an evaluation of performance and competency.
- 4.3 **Competency assessment**-
  - 4.3.1 Assessment of Teacher and other staffs are to be as per the criteria laid down by UGC and other regulatory bodies.
  - 4.3.2 Direct patient care providers shall have a competency assessment done that addresses high priority specific competencies. The components of the assessment shall include an assessment of the employee knowledge(written



or oral testing) and of the employee's demonstrated ability to do the skill (demonstration in simulated or clinical situation, case study etc.)

4.3.3 The department head / supervisor shall be able to produce verification documents that validate the employee's competency for high priority unit-specific competencies.

**4.4 All employees, on an on-going basis will:**

4.4.1 Be evaluated annually for performance

4.4.2 Participate in a competency assessment

4.4.3 Be trained in Hand Hygiene, Fire Safety, and Facility Safety along with other desired requisite trainings.

4.5 All employees providing direct patient care, on an on-going basis will meet above listed components and shall have registration and certification verified prior to expiration.

4.6 Contract services, not providing direct patient care will be appraised on an on-going basis:

4.6.1 Meet requirements of their contract, this includes meeting National Accreditation Board of Hospitals and Healthcare Providers (NABH) and employee health care standards.

4.6.2 Have their services evaluated annually?

4.6.3 Be trained in Infection Control, Fire Safety and Facility safety along with other desired requisite trainings.

4.6.4 Meet specific departmental requirement





**Forms of Assessment:**

For Teaching Staff

**Annual Performance Based Appraisal Form (PBAS)**

**For Faculty Members only**

**For the Period from 01<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023**

**EVALUATION SHEET**

**SUMMARY OF SCORES**

Name of Faculty: \_\_\_\_\_, Designation: \_\_\_\_\_

Name of College / Institute: \_\_\_\_\_, Employee Code: \_\_\_\_\_

Category No	Criteria	Total Score	Obtained Score for Assessment Period
I	Teaching, Learning and Evaluation related Activities	40	
II	Co-curricular, Extension, Professional Development etc.	20	
Total I + II		60	
III	Research Publication and Academic Contribution	40	
Total I+II+III		100	

**Remarks of Reporting Officer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and Name

**Remarks of Reviewing Officer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and Name



**Annual Performance Based Appraisal Form (PBAS)**  
**For Faculty Members only**

**PART- A: GENERAL INFORMATION**

Name(in Block Letters): \_\_\_\_\_

Father/Mother/Husband's Name: \_\_\_\_\_

College Name: \_\_\_\_\_, Department: \_\_\_\_\_

Current Designation: \_\_\_\_\_, Present Salary: \_\_\_\_\_

Date of Joining: \_\_\_\_\_, Date of Last Promotion (if any): \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_, Email: \_\_\_\_\_

Qualification upgrade (if any) please specify: \_\_\_\_\_

Academic Staff College Orientation / STTP / Refresher Course attended during the year:

Name of the Course	Place	Duration	Sponsoring Agency



**PART- B : ACADEMIC PERFORMANCE INDICATORS**

*(Please see the detailed instructions of this PBAS before filling out this section)*

**CATEGORY - I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(i) Lectures, Seminars, Tutorial, Practical, Contact Hours**

**(Give semester-wise details, where necessary)**

Sr. No.	Course / Paper	Level	Mode of Teaching *	No. of Classes Per Week Allotted	No. of Classes Conducted	% of Classes/ Practical/ Clinical works/As per Documented Record	Total No of Students in course	University Subject Result %	Avg. Attendance In (%)

\* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

# Only for Health Science & Allied Health Science

For Faculty :	Score
(a) Classes Taken (Max score 08 for 100% performance and proportionate score up to 80% performance, below which no score may be given)	
(b) Teaching Load in excess of UGC norm (max score: 02)	

Only for Head of Institute / Head of Department	Score
(a) Classes Taken (Max score 05 for 100% performance and proportionate score up to 80% performance, below which no score may be given)	
(b) Brief Description - Total score (Max - 05)	Score
i Administrative Contribution	
ii Innovative Method implemented in Admin	
iii Special achievement (if any)	

**(ii) Subject Results (% of University Exam)**

	Score
Subject Results (% of University Exam) (Max. 5 Marks)	

**(iii) Reading / Instructional material consulted and additional knowledge resources provided to students including e-modules.**

Sr. No.	Course/ Paper	Consulted	Prescribed	Additional Resource Provided



Total Score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (max score :05)	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**(iv) Use of Participatory and Innovative Teaching - Learning Methodologies, Updating of subject content, Course Improvement etc.**

Sr. No.	Short Description	Score
Total Score (Max Score : 05)		

**(v) Examination Duties Assigned and Performed.**

Sr.No	Types of Examination Duties	Duties Assigned	Extent to carried Out (%)	Score
Total Score (Max :10)				

**(vi) Research Guidance**

Sr.No	Number Enrolled	Thesis Submitted	Degree Awarded	Score
Ph.D.				
M.Phil. or Equivalent				
Others				
Total Score (Max :05)				



**CATEGORY- II**

**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**(A) Please mention your contribution to any of the following:**

Sr. No	Type of Activity	Average Hrs / Week	Score
(i)	Extension, Co-curricular and field based activities		
Total (Max :05)			
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly / Semester-Wise responsibilities	Score
Total (Max : 03)			
(iii)	Professional Development Activities		Score
Total (Max :02)			

**(B) Invited Lectures and Chairmanships at national or international conference/ seminar etc.**

Sr. No	Title of the Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organized by	Whether international / national	Score
Total Score (Max :05)					

**(C) Training Program / Workshop / Conference / Seminar / FDP attended & conducted**

Sl. No.	Title of the Program / Conference / etc.	Title of Conference/Seminar etc.	Organized By	Whether International /National	Remarks Attended / Conducted	Score
1.						
2.						
3.						
4.						
Total Score (Max :05)						



**CATEGORY- III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**(A) Published Papers in Journals**

(More weightage to be given to Pub med/Scopus/WoS Publications etc.)

Sr. No	Title with Page Nos.	Journals	ISSN/ ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-author	Whether you are the main author	score
Total Score (Max :12)							

**(B)**

**(i) Books Published as Single Author or as Editor**

Sr. No	Title with Page Nos.	Type of Book & Authorship	Publisher ISSN/ ISBN No	Whether peer reviewed	No. of Co-author	Whether you are the main author	score
Total Score (Max :06)							

**(ii) Articles / Chapters Published in Books**

Sr. No	Title with Page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN No	Whether peer reviewed	No. of Co-author	Whether you are the main author	Score
Total Score (Max :05)							

**(iii) Presentation in Conference**

Sr. No	Title with Page Nos.	Details of Conference publication	ISSN/ ISBN No	No. of Co-author	Whether you are the main author	score
Total Score (Max :07)						



**(C) Ongoing and Completed Research Projects and Consultancies**

**(i) Research Projects**

Sr.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Score
Total Score (Max :06)					

**(ii) Consultancies**

Sr. No	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Whether policy document/ patents as outcome	Score
Total Score (Max :04)						

**PART- C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions in academics / administrations, awards received etc. not mentioned earlier.

Sr. No.	Details (Mention Year, Value etc. where relevant)

List of Enclosures- *(Please attach copies of certificates, sanction orders, papers etc. wherever necessary)*

- |   |    |
|---|----|
| 1 | 6  |
| 2 | 7  |
| 3 | 8  |
| 4 | 9  |
| 5 | 10 |

I certify that the information provided is correct as per records available with the institute / university and/or documents enclosed along with the duly filled PBAS proforma.

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

Signature



## Evaluation Guideline

All Head of institute are to follow and ensure the category wise Performance Appraisal Evaluation Guideline

### CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- (i) Lectures, Seminars, Tutorial, Practical's, Contact Hours (Give semester-wise details, where necessary)

For Faculty :		Score
(a) Classes Taken (Max score 5)		
(b) Attendance (Max score 3) (Max score 08 for 100% performance and proportionate score up to 80% performance, below which no score may be given)		
(c) Teaching Load in excess of UGC norm (max score: 02)		Total 10

Only for Head of Institute / Head of Department :		Score
(a) Classes Taken (Max score 3)		
(b) Attendance (Max score 2) Max score 05		
(b) Brief Description - Total score (Max - 05)		Total 10
1. Administrative contribution -	02	
2. Innovative Method implemented in Admin -	02	
3. Special achievement (if any) -	01	
	<b>Total</b>	<b>05</b>

- (ii) University Result for subjects

Total 05

- (jj) Reading / Instructional material consulted and additional knowledge resources provided to students

	Score
- Preparation of topics wise materials -	01
- Subject wise PPT / e material -	01
- List of refer other knowledge resources -	01
- Learning Instruction of students to use available resources -	01
- Use of E-Library -	01
<b>Total</b>	<b>05</b>

- (iii) Use of Participatory and Innovative Teaching - Learning Methodologies, Updating of subject content, Course Improvement etc.

	Score
- Innovation in Teaching Learning Method -	01
- Details of update subject contents -	01
- Use of effective tools for teaching-	02
- Initiative taken for Improving the course -	01
<b>Total</b>	<b>05</b>

- (iv) Examination Duties assigned and Performed

	Score
- Paper Setter	03
- Evaluator	03
- Junior Supervisor / Senior Supervisor/	02
- Observer / Squad (Internal/External) Exam Duty	02
<b>Total</b>	<b>10</b>

- (v) Research Guidance

	Score
- Ph. D. Guide (Supervisor) -	02
- Ph. D student (Degree Awarded) -	03
- PG Student Project Work -	01





**Total 05**

**CATEGORY – II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**(A) Please mention your contribution to any of the following**

**(i) Extension, Co-curricular and field based activities**

	Score
- Extension -	02
- Co-curricular -	02
- Field based-	<u>01</u>
<b>Total</b>	<b>05</b>

**(ii) Contribution to Corporate life and Management of the Institution**

	Score
- Activities of Corporate Life -	01
- Contribution to Management of Institution -	<u>02</u>
<b>Total</b>	<b>03</b>

**(iii) Professional Development Activities -**

Score  
02

**(B) Invited Lectures and Chairmanships at national or International conference / seminar etc.**

	Score
- Invited for lectures, Expert at National/International Level-	02
- Chairmanship at National Level-	01
- Chairmanship at International Level-	<u>02</u>
<b>Total</b>	<b>05</b>

**(C) Training Program / Workshop / Conference / Seminar / FDP attended & conducted**

	Score
- Conducted-	03
- Attended -	<u>02</u>
<b>Total</b>	<b>05</b>

➤ **CATEGORY – III: RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS**

Sr. No	Particulars/Activities	Marks
01	Academic performances, Research Presentation at National level as main/presenting author (minimum one)	03
02	Research Presentation at International level as main/presenting author (minimum one)	04
03	Review article/s publication in reputed National Journal (minimum one)	02
04	Review article/s publication in reputed International Journal (minimum one)	03
05	Research article/s publication in reputed National Journal (minimum one)	03
06	Research article/s publication in reputed International Journal (minimum one)	04
07	Book chapter at National (minimum one)	02
08	Book chapter at International (minimum one)	03



09	Book at National (minimum one)	02
10	Book at International (minimum one)	04
11	Research project from Funding agency up to 2 lac (minimum one) PI/CO-PI (03 Mark)	06
12	Research project from Funding agency up to 5 lac (minimum one) PI/CO-PI (04 Mark)	
13	Research project from Funding agency more than 5 lac (minimum one) PI/CO-PI (05 Mark)	
14	Research project from Funding agency more than 10 lac (minimum one) PI/CO-PI (06 Mark)	
15	Research consultancy up to 50000 (minimum one) PI/CO-PI (03 Mark)	04
16	Research consultancy more than 50000 (minimum one) PI/CO-PI (04 Mark)	
<b>Total</b>		<b>40</b>

- (A) Published Papers in Journals (Ref. Sr. No. 3 to 6) Total Score – 12 Max.
- (B) (i) Articles / Chapters Published in Books (Ref. Sr. No. 7 to 8) Total Score – 05 Max.  
(ii) Presentation in Conference (Ref. Sr. No. 1 to 2) Total Score – 07 Max.  
(iii) Books Published as Single Author or as Editor (Ref. Sr. No. 9 to 10) Total Score – 06 Max.
- (C) **Ongoing and Completed Research Projects and Consultancies**  
(i) Research Projects (Ref. Sr. No. 11 to 14) Total Score – 06 Max.  
(ii) Consultancies (Ref. Sr. No. 15 to 16) Total Score – 04 Max.

**Grading of Performance:**

Marks obtained	Grade	% increment
Below 45	D	0.0
46 to 50	D+	1.0
51 to 55	C	1.5
56 to 60	C+	2.0
61 to 65	C++	2.5
66 to 70	B	3.0
71 to 75	B+	3.5
76 to 80	B++	4.0
81 to 85	A	4.5
86 to 90	A+	5.0
Above 90	A++	6.0



**For Non-Teaching Staff**

**Annual Performance Appraisal Report Form**  
(Non-Teaching Staff Members other than Group D)

Period of Assessment: January \_\_\_\_\_ to December \_\_\_\_\_, Employee Code \_\_\_\_\_ Name \_\_\_\_\_  
(Surname) (First Name) (Middle Name)

Place of work: \_\_\_\_\_  
(College / Institute / University)

Date of Joining: \_\_\_\_\_, Status of Appointment: Temporary / Adhoc/ Regular  
(Tick mark ✓ as applicable)

Educational Qualification: \_\_\_\_\_, Present Salary: \_\_\_\_\_

Nature of Duties: \_\_\_\_\_

**Summary of the Performance**

To be filled in by Reviewing Officer (Head / Hol / Director/Registrar)

Assessment Head	Maximum Marks	Marks as per self assessment by the employee	Marks given by the Reporting Officer
Remarks of the reviewing officer (HOD / Hol / Director) if any.			
Attendance during the assessment year	10		
Knowledge	16		
Quality of Work	12		
Communication	8		
Supervisory ability	10		
Initiative & Co-operation	16		
Interpersonal Relations	8		
<b>Sub Total of ('A' and 'B')</b>	<b>80</b>		
<b>C) Evaluation of Reporting Officer</b>	<b>20</b>	--	
<b>Grand Total</b>	<b>100</b>		

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

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

(Reviewing Officer)  
Name, Signature & Stamp



Sr. No.	Parameters of Assessment	Figures / Remarks filled by employee	Maximum Marks	Mark as per self assessment by the employee	Evaluation By Reporting Officer
<b>1</b>	<b>Attendance during the Assessment year</b>		<b>10</b>		
1.1	% of attendance during actual working days during Assessment year <i>(Present days / total working days) X 100</i> 90% & above = 4, 75% to 89% = 3, 50% to 74% = 2, below 50% = 1		4		
1.2	No. of late comings in Assessment year <i>Below 12 = 2, 12 to 24 = 1, above 24 = 0</i>		2		
1.3	No. of times the leave was not pre-sanctioned (except on medical grounds) <i>0 time = 2, below 2 time = 1, more than 2 times = 0</i>		2		
1.4	Leave without pay if any during Assessment year <i>Nil = 2, Less than 10 days = 1, more than 10 days = 0</i>		2		
<b>2</b>	<b>Knowledge</b>		<b>16</b>		
2.1	Whether competent in required job skills & knowledge <i>Yes = 4, Partly yes = 3, No = 0</i>		4		
2.2	Whether exhibits ability to learn & apply new skills <i>Yes = 3, Partly yes = 2, No = 0</i>		3		
2.3	Whether uses resources effectively <i>Yes = 3, Partly yes = 2, No = 0</i>		3		
2.4	Interpretation of Rules & Regulations of the University correctly <i>Yes = 3, Partly yes = 2, No = 0</i>		3		
2.5	Use of logics for disposal of complaints / grievances / requests in satisfactory manner <i>Yes = 3, Partly Yes = 2, No = 0</i>		3		
<b>3</b>	<b>Quality of Work</b>		<b>12</b>		
3.1	Promptness (Timely completion of work) <i>Yes = 4, takes own time = 2, No = 0</i>		4		
3.2	Accuracy in work <i>Yes = 4, Sometimes = 2</i>		4		
3.3	Punishment / Warnings / Memos if any received during Assessment period (in written form) <i>Nil = 2, One time = 1, More than 1 times = 0</i>		2		
3.4	Appreciation received if any (in written form) <i>Yes = 2, No = 0</i>		2		
<b>4</b>	<b>Communication</b>		<b>8</b>		
4.1	Whether expresses ideas & thoughts clearly <i>Yes = 2, Never = 0</i>		2		
4.2	Whether exhibits good listening & grasping capacity <i>Yes = 2, Never = 0</i>		2		
4.3	Whether keeps others adequately informed <i>Yes = 2, Never = 0</i>		2		
4.4	Ability of noting & drafting <i>Good = 2, Average = 1, No = 0</i>		2		
<b>5</b>	<b>Supervisory Ability</b>		<b>10</b>		
5.1	Ability to guide and to help other colleagues <i>Yes = 2, No = 0</i>		2		
5.2	Whether responds to the instructions and guidelines from higher authorities <i>Yes = 2, No = 0</i>		2		
5.3	Ability to shoulder duties and responsibilities of higher post <i>Yes = 2, Not yet = 0</i>		2		
5.4	Promptness about reporting any incidences, happenings or activities to the higher authorities		2		



	<i>Yes = 2, Not applicable = 1</i>			
5.5	Reporting to high authority the difficulties in work assigned <i>Proper = 2, Unwarranted = 0</i>		2	

<b>6</b>	<b>Initiative &amp; Co-operation</b>		<b>16</b>	
6.1	Whether follows protocols / hierarchy in office matters <i>Yes = 2, No = 0</i>		2	
6.2	Ability to do work with minimum instructions <i>Yes = 2, No = 0</i>		2	
6.3	Ability to identify importance of the work assigned <i>Yes = 2, No = 0</i>		2	
6.4	Whether performs daily duties satisfactorily <i>Yes = 2, No = 0</i>		2	
6.5	Involvement in work / other than regular duties assigned <i>Yes = 2, No = 0</i>		2	
6.6	Whether displays positive outlook in pleasant manner with co-workers, faculty, staff, students, parents and public in general <i>Yes = 2, No = 0</i>		2	
6.7	Whether positive and flexible approach to work requirements as per situation <i>Yes = 2, No = 0</i>		2	
6.8	Whether maintains records properly and update <i>Yes = 2, No = 0</i>		2	
<b>7</b>	<b>Interpersonal Relations</b>		<b>8</b>	
7.1	Tendency to help co-workers <i>Yes = 2, No = 0</i>		2	
7.2	Outcome of feedback obtained from colleagues, staff & faculty <i>Good = 2, Average = 1, Below Average = 0</i>		2	
7.3	Whether accepts principle of collective responsibilities <i>Yes = 2, No = 0</i>		2	
7.4	Outstanding work during Assessment year (Details of outstanding work, if any) _____ _____		2	
<b>Sub Total</b>			<b>80</b>	<b>A= B=</b>

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

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

(Name & Signature of employee)

**C) Evaluation in Specific parameters by the Reporting Officer / HOD:**

Sr. No.	Parameter / Criteria	Actual Remarks	Maximum Marks	Evaluation by HOD / Reporting Officer
1	Reliability / Dependability	Yes / No	4	
2	Honesty	Yes / No	2	
3	Integrity Character	Good / Not Good / No comments	2	
4	Whether wilful worker	Yes / No	3	
5	General Intelligence	Good / Average	4	
6	Whether perform duties independently	Yes / Partly Yes / No	3	
7	Frequency of complaints to higher authorities about colleagues & others	Nil / Unnecessary	2	



	<b>Total</b>	<b>20</b>	
--	--------------	-----------	--

**(Name & Designation of the Reporting Officer with Stamp)**

**Note:**

- *Total marks obtained against each of Assessment Head (Marks given by the employee himself and reporting officer) shall be filled in the "Summary of the Performance" by the respective Reviewing Officer himself.*
- *If difference between 'A' & 'B' of the summary is more than 15, and if marks obtained under sub head 'C' are less than 10 then such cases shall be referred to the Registrar & Evaluation of the Registrar shall be final.*



**Non Teaching Performance Appraisal Report for Group "D" Employees**

☒ બન શૈલે ☒ એક કમઝચાર'ની કામગર'નો આરૂ યાંકન

અહં વાલ(ફૂથસ)

Period of Assessment (January to December): From \_\_\_\_\_ to \_\_\_\_\_, Employee Code \_\_\_\_\_

આલુંકન અવિધ (નિલકુઅર' થી ડસેમ્બર)

Name in Full: \_\_\_\_\_ Designation: \_\_\_\_\_

ફૂથ નામ

પદ / હેલે

College: \_\_\_\_\_

કોલેજ/સંઠથા

Joining Date (GGU): \_\_\_\_\_, Joining Date (College): \_\_\_\_\_

હાજર થયા તાર'ખ (ન. ન. ડુ.)

હાજર થયા તાર'ખ (કોલેજ)

Educational Qualification: \_\_\_\_\_

શૈલે એક લાચકાત

Nature of Duties: \_\_\_\_\_

કામની જવાબદાર' \_\_\_\_\_

**Summary of the Performance (કામગીર'નો સારાંશ)**

To be filled in by Head / Hol / Director

Assessment Head	Maximum Marks	Marks as per self assessment by the employee	Marks given by the Reporting Officer
Attendance during the assessment year	20		
Interpersonal Relations	10		
Initiative & Co-operation	08		
Quality of Work	42		
<b>Sub Total</b>	<b>80</b>		
<b>Evaluation of Reporting Officer</b>	<b>20</b>	--	
<b>Grand Total</b>	<b>100</b>		

Performance Indicator (PI) of the Assessment Year i.e. Marks out of 100: \_\_\_\_\_

Remarks of the HOD / Hol / Director (if any): \_\_\_\_\_

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

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

(Head / HOI / Director)  
Name, Signature & Stamp



Final Review of the Accepting Authority:

Registrar: \_\_\_\_\_

Provost: \_\_\_\_\_

Accepted / Not Accepted

President

Sr. No. અ. નં.	Parameters of Assessment -૧૦૦ યાંકનના ઘટકો	Figures / Remarks filled by employee I S S L / ટાંબપણી કમચારા એ ભર ડું	Maximum Marks ઠુલડુણ	Mark as per self assessment by the employee કમઘા રા ડું પોતા કું અવલોક ન	Evaluation By Reporting Officer ઉપરા અધિકારા કું અવલોકન
1	<b>Attendance during the Assessment year</b> (વષત દર યાનની હાજરા)		20		
1.1	% of attendance during actual working days during Assessment year (-૧૦૦ યાંકન વષતની ઠુલ હાજરા) (હાજર દવસ / ઠુલ કાયત દવસ) X ૧૦૦, ૯૦% થી વ ડું = ૮, ૭૫% થી ૮૯% = ૬, ૫૦% થી ૭૪% = ૪, ૫૦% થી ઓડું = ૨)		8		
1.2	No. of late comings in Assessment year -૧૦૦ યાંકન વષત દર યાન મોડા આવેલા દવસો ૧૨ થી ઓછા = ૪, ૧૨ થી ૨૪ = ૨, ૨૪ થી વ ડું = ૦		4		
1.3	No. of times the leave was not pre-sanctioned (expect on medical grounds) ૨ મં ડું કરાત્યા વગર ગેરહાજર રહલ દવસો એકપણ નહ = ૪, ૨ થી ઓછા = ૨, ૨ થી વ ડું = ૦		4		
1.4	Leave without pay if any during Assessment year -૧૦૦ યાંકન વષતની પગાર કપાત સાથેની ર ઓ એકપણ નહ = ૪, ૧૦ દવસ થી ઓછા = ૨, ૧૦ દવસ થી વ ડું = ૦		4		
2	<b>Interpersonal Relations</b> (ાતરત્યાંસ-તતવ સંબંધી)		10		
2.1	Frequency of complaints to higher authorities about colleagues & others સાથીદારોઅનેઅ યલોકોવિશેઉ યઅધિકારાઓનેક રયાદીનીઆવતતન એકપણ વાર નહ = 2, ડુંબનજ રા = ૦		2		





2.2	Tendency to help co-workers, if they require सहकायकरोनेज रपड तोमददकरवानी िरु हा = ५, Æशतःडी = २, ना = ०	6		
2.3	Outcome of feedback obtained from colleagues, staff & faculty सहकायकरो, टाइमनेिश कोपासेथीमेजवेला ितसाद हा = ३, Æशतःडी = २, ना = ०	4		
<b>3</b>	<b>Initiative &amp; Co-operation (पड"वअनेसडयोग)</b>	<b>08</b>		
3.1	Ability to do work with minimum instructions ल ि म नूनानोसाथेकायकरोवानी मता हा = २, ना = ०	2		
3.2	Ability to indentify importance of the work assigned स पेलायक,अहवओजभवानी मता हा = २, ना = ०	2		
3.3	Whether performs daily duties satisfactorily रुंरो ज दरजोसंतोषकारकरतेव वेछे हा = २, ना = ०	2		

3.4	Involvement in work / duties at Institute level सं थाक ायेकाम / दरजोमांसामेलथ िरु हा = २, ना = ०	2		
<b>4</b>	<b>Quality of Work (कामनीपुणवर्त)</b>	<b>42</b>		
4.1	Promptness (Timely completion of work) तपरता (कामसमयसर पू कर रुं हा = १०, पीतानीसमयकाढे=५, ना = ०	10		
4.2	Accuracy in work काममांसयोदता हा = १०, Æशतःडी = ५, ना = ०	10		
4.3	Outstanding work during Assessment year -दरुं यांकनवषदरिमयानउठठकयक (हा = २, ना = ०) (Details of outstanding work, if any)बाक'कामगीर'नीवितो, जोकोईहोयते _____ _____ _____	2		
4.4	Punishment / Warnings / Memos if any received during Assessment period (in written form) Nil = 2, One time = 1, More than 1 times = 0	10		
4.5	Appreciation received if any (in written form) Yes = 2, No = 0	10		
<b>Sub Total</b>		<b>80</b>	<b>A=</b>	<b>B=</b>



Place: \_\_\_\_\_  
થાળ

Date: \_\_/\_\_/\_\_\_\_  
તારીખ

(Name & Signature of employee)

કામચારી કું નામ અને સહી

**C) Evaluation in Specific parameters by the Reporting Officer / HOD:**

(Name & Designation of the Reporting Officer with Stamp)

**Note:**

- Total marks obtained against each of Assessment Head (Marks given by the employee himself and reporting officer) shall be filled in the "Summary of the Performance" by the respective Heads / HoI / Director himself

Sr. No.	Parameter / Criteria	Actual Remarks	Maximum Marks	Evaluation by HOD / Reporting Officer
1	Reliability	Yes / No	4	
2	Dependability	Yes / No	2	
3	Honesty	Yes / No	2	
4	Integrity Character	Good / Not Good / No comments	2	
5	Whether wilful worker	Yes / No	3	
6	General Intelligence	Good / Average	4	
7	Whether perform duties independently	Yes / Partly Yes / No	3	
<b>Total</b>			<b>20</b>	



- If difference between 'A' & 'B' of the summary is more than 15, and if marks obtained under sub head 'C' are less than 10 then such cases shall be referred to the Scrutiny Committee & Evaluation of Scrutiny Committee shall be final.



## CHAPTER-VII

### TRAINING & DEVELOPMENT POLICY

#### 1. Purpose:

- 1.1 To provide training standards and guidelines to enhance the competencies and motivation of the employees to learn effective methods to peak perform and unleash their potential in delivering the vision and mission of the university and live the values of the university in daily work life.
- 1.2 To identify performance gaps at university, department and individual levels to bridge the gaps and enhance the standards of Service Quality.
- 1.3 To train employees to service the customer needs effectively and efficiently.

#### 2. Scope:

All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes.

#### 3. Policy:

- 3.1 Gokul Global University encourages and will facilitate the improvement of the knowledge, skills and qualifications of employees.
- 3.2 Identification of the training needs for the employees lies with the HOIs.
- 3.3 HOI is to submit the training requirements to the HR Department of the University through Dean of the concerned faculty
- 3.4 The ownership for the training and development of personnel rests with the HOD.
- 3.5 The HR department will implement, facilitate, coordinate, record and report training & development related activities. HOI is to work in coordination with the HR department for proper implementation of the training program
- 3.6 The responsibility for budgeting, incorporating and controlling annual costs for training would rest with the Institution.
- 3.7 Training needs are identified at:
  - 3.7.1 Individual level-
    - The training needs of the individual employee are identified as part of the performance appraisal by the concerned HOD with inputs from the employee and the Reporting Officer.
    - The HOD should complete the section titled "Training Needs Identification" for identifying the training needs of his/her departmental employee's



Appraisal format. This form should be forwarded to Head-HR for compilation and further process.

### **3.7.2 Department Level-**

- The training needs of the function or department are identified by the departmental head in consultation with Head-HR & Training to accelerate the performance of the department.
- Department head should prepare a justification note titled "Identification of Departmental Training Needs" for identifying the training needs of his/her department. This justification note should be forwarded to Head-HR & Training for compilation and further process.

### **3.7.3 University level-**

- The Registrar identifies the training needs at the University level in consultation with the various Section Heads to accelerate the performance of the organization.
- Head-HR & Training should prepare a justification note titled "Identification of University Level Training Needs" for identifying the training needs and submit to the Registrar for getting it approved from the Provost.
- University shall conduct a specialized Training Program.

### **3.8 Training needs are analyzed and classified as hereunder:**

- Behavioral: e.g. – Attitudinal Behavior, Interpersonal Relations, Personality Assessment, Organizational Culture etc.,
- Technical: e.g. – Subjects and topics with an objective to update / upgrade technical knowledge.
- Educational: e.g. – National Accreditation Board of Hospitals and Healthcare Providers (NABH), National Accreditation Board for Testing and Calibration Laboratories (NABL), International Organization for Standardization (ISO) Protocols & Audit, Orientation to the organization & departments, Work Culture, etc. and knowledge up-gradation through Certificate Courses, Diplomas, Workshop setc.
- Leadership & Managerial: e.g. – Strategy planning, Managing People, Leadership, Capability Building, Creativity, Forecasting, Innovative Techniques, Team Building, Collaboration, Motivation, etc.
- Once the training needs are analyzed, solutions for correcting the gaps in performance will be identified to aide designing of training programs.



- The training programs are to be designed based on the needs identified.
- Where the training needs are not fulfilled by the internal training resource outside training programs may be considered. All such requisitions; the Head-HR & Training should forward to the Provost through the Registrar for scrutiny and decision.
- Head-HR is bestowed with the responsibility of sourcing and identifying the outside trainers for the programs in consultation with Registrar.
- The Management may organize "Train the Trainer" programs to build trainers pool within the organization.

### **3.9 Implementing Solutions:**

- 3.9.1 Head-HR shall be the Training Coordinator for University / Institute. He will release the GGU Training Calendar on quarterly basis for the training programs to be held during the following month.
- 3.9.2 The Training Calendar will have training programs that are designed to address the individual, department and university training needs.
- 3.9.3 The training calendar contains the following information.
- Title of the training program.
  - Dates / Timings / duration of the training program.
  - Trainer name / the training agency name, wherever applicable.
- 3.9.4 HOIs will forward nominations for the programs well in advance from the date of release of training calendar to the Head-HR/Training Coordinator.
- 3.9.5 It is the responsibility of HOIs to maintain the training records of every employee working in their department. The Training coordinator will coordinate and collate the records with the help of HOIs.

### **3.10 Evaluating Training:**

- 3.10.1 It is imperative and also the training philosophy that training programs should contribute for the performance development. Therefore
- At the culmination of each training program the participants are provided with a feedback questionnaire; which details parameters for the effectiveness and efficiency of trainer and program.
  - Each participant is expected to complete the format with individual views on each question asked.



3.10.2 The post training evaluation forms to be completed by the employee should serve further as tools to evaluate the trainer and the training programs.

- Every employee after attending the training program shall submit his/her feedback on the effectiveness of the program to the trainer.
- The departmental heads/HOIs shoulder the responsibility of not only sending the employee to the training programs, but also follow-up with the employee after the program for the effectiveness of training. The departmental head also has to serve as a counselor in case of any unwanted skewness in the performance even after the training.

3.11 The trainer should also record his or her evaluation of the trainee and submit it to the Head-HR/Training Coordinator so that he will share the information feedback with the departmental head.

3.12 The evaluation of training programs should indicate whether the gaps in performance are corrected. In case the performance gaps are not corrected then they once again become either training needs or non-training.

#### **4. Training linkage to Performance Appraisal:**

4.1 It is the philosophy of Gokul Global University to ensure that training contributes for the performance development.

4.2 When the employee is assessed for rewards during his / her appraisal period, training programs attendance and how the employee made use of training will be considered.

4.3 In each appraisal year employees will have to clock stipulated number of training hours. Normally training requirements are derived based on the performance Appraisal, Guidelines of the regulatory authorities, Promotion guidelines, Career Advance Scheme etc.

- Faculty members are to be trained as per academic norms.
- Non-Teaching Staff should complete minimum 8 hours of training during the appraisal.

4.4 High performing employees will be provided opportunities to attend training programs that facilitate additional learning for the growth of the employee.

4.5 Growth opportunities for demonstrating desirable workplace outcomes.



**5. Training and development modes will include:**

- 5.1 In-house training programs
- 5.2 Nomination to external training programs
- 5.3 Job rotation
- 5.4 Participation in conferences & seminars
- 5.5 Faculty Development Plans
- 5.6 Visits to other Facilities /Institutions
- 5.7 On Job Training
- 5.8 Out Bound Training
- 5.9 Online Training





## CHAPTER-VIII

### PROMOTION POLICY

#### 1. Purpose:

- 1.1. Aims to provide criteria and guidelines to promote employees who are competent and capable to deliver desired results and contributes to the growth of the University.
- 1.2. To provide equal employment opportunities to internal candidates.
- 1.3. To regulate the method of recruitment by promotion.

#### 2. Scope:

For promotion of all cadres in Gokul Global University, Sidhpur and its constituent Colleges/Institutions.

#### 3. Departmental Promotion Policy:

These rules may be called Departmental Promotion Policy. Promotional avenues to the Teaching/Non-Teaching staff shall be in accordance with the Rules.

##### Guiding Principles:

- (a) Every person eligible for promotion and coming within the zone of consideration may be considered for promotion.
- (b) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (c) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (d) The promotion of an incumbent to the higher post shall be made according to the principle of merit i.e. by "Selection" and on the basis of seniority-cum-fitness i.e. by "non-selection". The promotion shall be made on the recommendations of the Departmental Promotion Committee/Assessment Committee. As such there shall be no automatic promotion in the administrative cadres.
- (e) If no internal candidate is found eligible for the post, the appointing authority reserves the right to fill the post through Direct Recruitment.



#### **4. Permanent Strength of Service:**

- 4.1 The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule.
- 4.2 After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be as such, from time to time, be determined by or under the authority of the Gokul Global University, and to be notified accordingly, after due approval.

#### **5. Future Maintenance of Cadre/Posts:**

- 5.1 All the appointments by promotion in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules.
- 5.2 The seniority list of employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the HR/Establishment Section of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the President or Provost or Registrar as the case may be which shall be binding to the concerned employee.
- 5.3 The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

#### **6. Determination of Vacancy**

- 6.1 Subject to the provisions of these rules, the appointing authority shall determine the actual number of vacancies occurring from time to time.
- 6.2 The method of recruitment, age-limit, qualifications and other matters relating to the said post/vacancy shall be as performs.

#### **7. Method of Promotion, Age Limit and Other Qualifications:**

- 7.1 The method of promotion, age-limit, qualifications and other matters relating to the said posts shall be as per norms of concerned regulatory bodies.
- 7.2 For **promotion** to various posts, the composition of the Departmental Promotion Committee for different categories of posts is mandatory.
- 7.3 Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale.
- 7.4 The Departmental Promotion Committee will meet from time to time. The



promotion will be based on seniority-cum-fitness, quality of Performance Reports as per norms and internal vigilance clearance.

7.5 For promotion to all posts by an interview. For the gradation in Annual Appraisal Reports for the preceding five years, and the **bench mark** for all such promotion to Group A posts will be **“Good”** provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any penalty under disciplinary rules during the preceding **five years**.

#### **8. Departmental Promotion Committee**

The DPC shall consist of:

- i. President
- ii. Provost
- iii. HOIs and/or Dean of Faculty;
- iv. Two experts in the concerned discipline nominated by Provost upon recommendation of HOIs/Dean.

The DPC for appointment to the administrative/other non-teaching employee's posts shall consist of the President, Provost, Registrar and HOI/HOD of the concerned Institute/Department.

#### **9. Cadre Recruitment Rules**

9.1 Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the UGC/Councils.

9.2 Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Performance Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.

9.3 The scales of pay for the posts of various employees of the university, other than teachers and other academic staff in the University shall be as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI/ UGC and specified in the appointment order.



9.4 The qualifications, experience and age etc. required for statutory posts and non-teaching posts should be as prescribed by Govt. of India/UGC from time to time.

**10. Procedure and Criteria for Appointment by Promotion:**

10.1 The Departmental Promotion Committee (DPC) will meet from time to time. The promotion for all Group C, B & A will be based on seniority-cum- fitness/ Selection, quality of Annual Appraisal Reports for the last **five years** and internal vigilance clearance. For the gradation of Annual Appraisal Reports for the preceding five years, and the bench mark for all such promotions to Group C, B & A posts will be "good" provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years.

10.2 Departmental Promotion Committee for any post in category 'A', 'B', or 'C' arising in any Department/Office shall be notified by Registrar.

10.3 Applications in the prescribed form received at the HR Section from candidates working on the next lower posts in the concerned cadre, or concerned Department/Office, as the case may be, in response to the notification issued by the Registrar, shall be examined by the HR Section in the light of recruitment by promotion rules. The HR Section shall first of all examine the eligibility of the applicants for the post applied for, in light of the approved qualifications for such post, and shall identify such candidates out of the total number of applicants as are eligible for consideration for promotion.

10.4 HR Section shall, thereafter, arrange the eligible candidates in order of seniority and shall prepare a panel of eligible candidates for promotion.

10.5 No person shall be considered for first promotion in the service unless he/she is substantively appointed and confirmed on the lower post in the service. After first promotion in the service for subsequent promotion to higher post in the service, a person shall be eligible if he/she has been appointed to such post from which promotion is to be made after selection in accordance with one of the methods of recruitment under these rules.



- 106 The zone of consideration of persons eligible for promotion shall be Three times to the number of vacancies. Where a number of eligible persons for promotion to the higher post are less than the number specified above, all the persons so eligible shall be considered.
- 107 Appointments by promotion shall be made on the recommendation of the DPC, as distinct from General Selection Committee, and a mention shall be made in the appointment order itself that the appointment has been made by promotion on the recommendation of the Departmental Promotion Committee.
- 108 The Departmental Promotion Committee will make its recommendations for appointment by promotion in the prescribed form.
- 109 Registrar who will obtain approval of the President thereon, and thereafter issue appointment orders.
- 1010 The appointment orders in the case of appointment by promotion shall specify that such appointments are being made by promotion on the recommendations of the Departmental Promotion Committee to distinguish such appointments from appointments made by open recruitment on the basis of the recommendation of a Selection Committee.

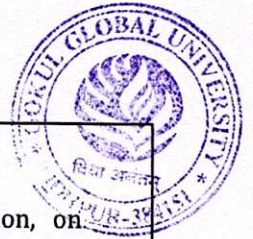
#### **11. Probation and Confirmation:**

Every person selected or appointed through promotion to a post under the University shall be governed under the University Statutes/Policy (Terms and Conditions of Service) and such other conditions imposed by the University from time to time.

11.1 Every person appointed to a post under the University by promotion may be on probation on such post up to 01years.

11.2 Where a person appointed to a post under the University on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily – the appointing authority may:-

- (i) in case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
- (ii) extend his period of probation to the extent necessary.



11.3 Every person appointed to a post under the University by promotion, on satisfactorily completing his period of probation, be eligible for confirmation on that post.

11.4 No employee shall be confirmed in any post unless-

- (i) Such post is permanent and no one else holds a lien on the post.
- (ii) The service of the employee under the University is approved by the appointing authority.
- (iii) The confirmation of staff members who complete their probation period satisfactorily, should be started well in time before the confirmation of staff member concerned is due.
- (iv) In the case where it is proposed to extend the probation period of an incumbent, the same should be done in writing before expiry of the probation period.

11.5 After completion of the probation period the employer has to communicate to the employee within 45 days, if there is any adverse remark otherwise the probation is deemed to be confirmed.

## 12. Seniority:

12.1 The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendation of the Selection Committee. Persons appointed earlier will remain senior to those appointed subsequently. Seniority will depend on the Date of joining at the University. If date of joining is same then date of birth is considered. If date of birth is same then higher qualification is considered.

12.2 Where the promotions are made on the basis of DPC, the seniority of such promotes shall be in the order in which they are recommended for such promotion by the committee. Where, however, a person is considered unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who has superseded him.

12.3 Where persons recruited or promoted initially are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment,



seniority would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.

**13. Power to Relax:**

All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of recruitment by promotion rules issued with the approval of the President prior to notification of these Rules shall stand superseded by such notification.



## CHAPTER-IX

### EMPLOYEE HEALTH CHECK-UP POLICY

#### 1. Purpose:

- 11 To provide all employees the facility of health check and to proactively ensure their wellbeing as they are valuable assets of the Organization.
- 12 To avoid cross infection especially in the Hospital.
- 13 To inculcate safety consciousness in employees

#### 2. Scope:

All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes/Hospital staff (including contractual staff handling patients or otherwise)

#### 3. Process:

- 31 In addition to the Health Checkup at the time of appointment all employees' viz., Doctors including Consultants, Faculty members, Nurses, Paramedics (Lab, Radiology, Physiotherapists, Dietitians & OT), House Keeping, Nursing General Duty Assistants and others who come in direct contact of the patients or otherwise to be covered under Regular Health Examinations periodically under normal circumstances.
- 32 Food handlers (F&B) has to undergo health examinations once a year.
- 33 All employees above 40 years shall go for health check up every five years. Employees above 50 years will go for health checkup every year.
- 34 Pre-employment checkups are usually basic screening tests which gives a broad assessment of the candidate's health status.
- 35 The expense towards the Medical/ Health Checkup shall be borne by the employees

#### 4. Process for Health Checkup:

- 41 On a quarterly basis, HR department will send a list to all the HOIs for employees in their respective Institute/department who needs to undergo the Health check.
- 42 Employees should complete the Health check within one month from the date of receipt of information from HR and the medical report will be directly sent to HR.
- 43 Any complications discovered during the health check, the organization will not be held responsible.





44 In case of any complicated ailments, which will be harmful for the co- employees or health conditions that may not allow the employee to carry out the work allotted to him/ her to the requisite extent, the Management after careful analysis, can come to a decision, which is appropriate and not against natural justice.

**5. Stakeholders/Ownership:**

5.1 Roles, Responsibilities and Accountabilities:

5.1.1 The HOIs/HODs are responsible and should ensure that the employee concerned to their institute/department undergoes the Health check as prescribed after receiving formal communication from HR.

5.1.2 HR Department is responsible for the employee's Health &wellbeing.

5.1.3 Registrar: Reviews the Health check along with HR Head and gets approval from competent authority according to the requirements.

**6. Empowerment and Accountability Matrix:**

Process Description	Authority
Maintenance of health records	HR Department
Employee Health check approvals	Registrar



## CHAPTER-X

### PERSONAL FILE POLICY

#### 1. Scope:

To define the procedure for maintaining records and access to personal files of employees.

1. **Scope:** All faculty member sand staffs of Gokul Global University and its constituent Colleges/Institutes.

#### 2. Policy:

There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his/her service in the University/Institute from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The file shall also contain complete record of all leaves (except casual leave), earned as well as unearned taken by him/her.

- 2.1 All personal files in original are maintained and stored under lock and key and keys are under custody of Registrar. Copy of the same to be sent to the concerned Institute/College after joining formalities are over.
- 2.2 If any employee of HR department wants to access the personal file of any employee, then he/she can access the file with permission of the Registrar.
- 2.3 If any HoD wants to review his/her team member's file, then he/she can send the request to the Registrar.
- 2.4 In case any other employee (intra-department) wants any information from personal file of another employee for official reasons then he/she can send the request with desired details specifying the reason to the Registrar.
- 2.5 Head-HR will screen the details and will provide it to the concerned person with the approval of Registrar.
- 2.6 If any employee wants to access his/her own file for some documents, then he/she can request for required documents to Head-HR. The documents will be provided by Head-HR with due approval of Registrar.
- 2.7 Any Employee leaving the organization with/ without due process of resignation, copy of his/her service record will not be given for any reason what soever.



**Check List of Personal File:**

Employee Personal File		Status	Service Record Updation
1	Employee's original employment application with HR Forms		
2	Copy of Offer Letter		
3	Copy of Appointment Letter		
4	Joining report/ induction report		
5	Copies of Educational Qualifications Certificates		
6	Copies of Experience Certificates		
7	Candidate's CV		
8	Copy of PAN Card		
9	Age Proof		
10	Aadhaar No/ID Proof		
11	Address Proof		
12	Photographs (in required quantity)		
13	Copy of driving License (If Any).		
14	Copy of Valid Passport / Visas (If Applicable)		
15	Last 3 months salary slips of previous organization/ Bank Statement of six months		
16	Relieving letter from the previous organization		
17	Form 16 from last employer (If Applicable)		
18	Medical fitness certificate from a recognised Hospital		
19	PF nomination & declaration form- Form. 2 & 11 if Applicable		
20	Tax declaration form		
21	Family Information(Including Photo)		
22	Contact no of immediate supervisor in last company for Verification		



23	Letter of Updates to be maintained (Including changes in Phone no., Address, Copy of Certificates of qualifications obtained after joining, Change in the designation etc.)		
24	Accepted copy of Resignation letter		
25	No Dues Form/Certificate		
26	Copy of Relieving cum Experience Letter		
27	Special Achievement/ Sports Documents		
28	Any other information		

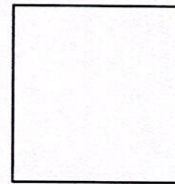
**HR FORM**

Name in Capital Letters: .....

Father's Name: .....

Name of Husband/Wife: .....

Date of Birth: ..... Age: ..... Marital Status: .....



<p>(a) Present Address including Pin Code:</p> <p>Nearest Police Station:</p> <p>Phone No. (STD Code):</p> <p>Mobile No.:</p> <p>Fax No.:</p> <p>E-mail:</p>	<p>(b) Permanent Address including Pin Code:</p> <p>Nearest Police Station:</p> <p>Phone No. (STD Code):</p> <p>Mobile No.:</p> <p>Fax No.:</p> <p>E-mail:</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------

Blood Group: ..... Height (In cms): ..... Weight:.....

Marks of Identification: 1.....

2.....

**Academic Qualification:**

Sl. No.	Degree	Specialization	Institution/University	Year of Passing	Result in CGPA /%
1	SSC				
2	HSC				
3	UG				
4	PG				
5	M.Phil.				
6	Ph.D.				
7	Others				



Category /Caste(GEN/SC/ST/OBC/EWS/PWD): \_\_\_\_\_ (Attach certificate) Aadhar No.: \_\_\_\_\_

PAN Card No.: \_\_\_\_\_

**Previous Employment (Starting from Current)**

Sl. No.	Position	Organization	Last Salary	From	To	Total Experience (Months)

**Two Referees (Other than relatives):**

(1)Name:

(2) Name:

Address:

Address:

Phone No.:

Phone No.

Mobile No.:

Mobile No.:

E-mail:

E-mail:

**Family Details: (including dependent parents, wife and children):**

Sl. No.	Name	Complete Address with nearest Police Station.	Contact No.	Relation	Age	Occupation

**Name of Nominee**

S.No.	Name	Address	Contact No.	Relation	Age	Occupation



**Documents Attached:**

- 1. Four Passport Size Photographs: Yes /No
- 2. Address Proof,I/DProof: Yes /No
- 3. Copy of Mark sheet/Degree: Yes /No
- 4. Copy of DateofBirth: Yes /No
- 5. Medical Fitness Certificate: Yes /No
- 6. Rest as per checklist: Yes /No

**Thumb and Finger Impression (Left for Men and Right for Women):**

Fore Finger: Little Finger:  
Middle Finger: Thumb:  
Ring Finger:

**DECLARATIONS**

**I hereby declare that:**

- 1. That, all information(s) given by me are correct to the best of my knowledge and belief, I have not concealed any information.
- 2. That, I have not been punished by any court of law.
- 3. That, I will abide by all rules and regulations of the Gokul Global University, Sidhpur.
- 4. That, I know and agree that jurisdiction of all dispute will be Civil Court of Sidhpur, town.
- 5. That, I will not divulge any information(s) of the university to anybody.
- 6. That, I will not participate in any press-conference or media talk without the prior written permission of university Authorities.
- 7. That, I will not participate in any strike, violence or shall not damage the university property or involve myself in any type of misconduct. In the event of doing so, appropriate action may be taken, even termination of my services.
- 8. That I will not keep any weapon of any sort in my residence in university campus and will not use tobacco, cigarette, alcohol or any other intoxicants in public place/university campus.
- 9. That, I have read, explained and understood all these information(s) with sound mind and willfully sign the declaration.

Place:

Date:

**Signature of Employee**

**Signature of Head-HR**

**Note:-Signature of Employee should be on every page of HR Form**



## CHAPTER-XI

### GRIEVANCE REDRESSAL POLICY

#### 1. Purpose:

- 11 To settle grievances of the employees in shortest possible time
- 12 At lowest possible level of authority; and
- 13 To provide for various stages of escalation so that the aggrieved employees' grievances are resolved / answered within a defined period.

#### 2. Scope:

All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes

#### 3. Policy:

This policy provides employees a fair and efficient process to present and resolve complaints and grievances arising out of the employment relationship. This process is applicable to employees only on an individual basis.

#### 4. Definitions:

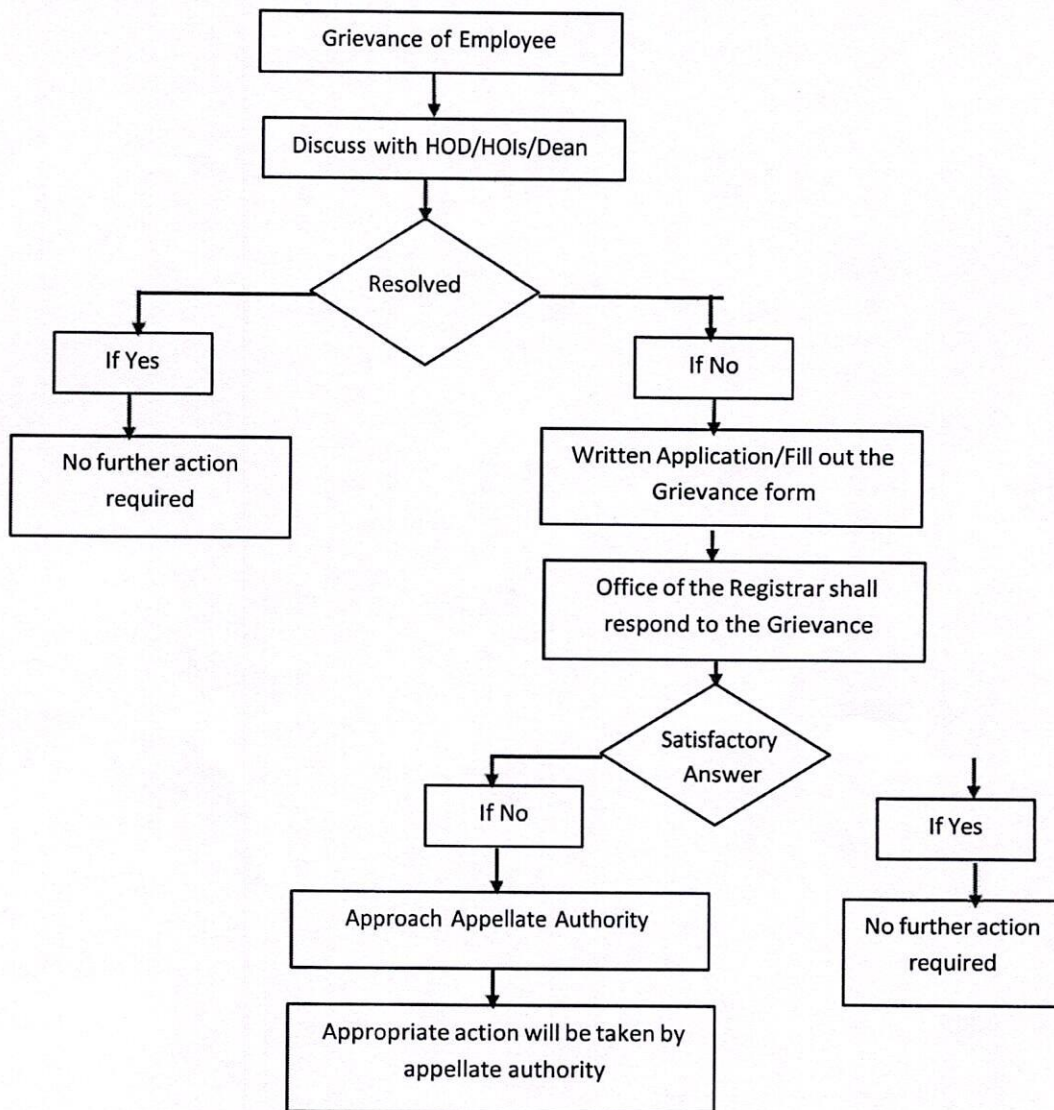
A grievance is an employee's formal expression of disagreement or dissatisfaction with the peers, senior, colleagues, reporting manager or vertical head that causes resentment and is grounds for action for his/ her work related matters in the organization.

#### 5. Procedure:

- 51 Any employee who faces difficulty in performing his/her responsibility of work due to his/her seniors/colleagues/peers should follow the procedure defined here.
- 52 The employee can discuss the matter with his/her in-charge/HOD/HOIs/Dean first, if the matter resolves, then no further action is required.
- 53 But if the employee did not get satisfactory answer from HOD/HOIs/Dean he/she may go to Office of the Registrar with written application.
- 54 If it is a matter related to Salary; the employee can fill the grievance form which is available with HR Section.
- 55 Office of the Registrar will respond to the concerned employee about his/her grievance at the earliest or latest within 7 days depending upon the case.
- 56 The appellate authority in case of grievance is President.

- 57 If the employee is not satisfied with the answer given by the Office of Registrar, the employee can approach to the appellate authority.
- 58 Final decision will be given by appellate authority.
- 59 The filled forms will be in custody of the Registrar.
- 510 For appropriate action, an immediate committee may be constituted on as & when required basis with the approval of competent authority.

**6. Process Flow:**







**SALARY GRIEVANCE FORM**

To,  
The Registrar,  
Gokul Global University,  
Sidhpur, Gujarat

**Sub.: Salary grievances for the month of 20\_\_.**

Sir,

I have received the A/c transfer in my HD FC Bank Salary A/c No.....  
/Cheque No..... Dated..... for Rs..... for the month of..... 20\_\_\_\_\_.

I was absent on dates (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) (xi)  
(xii) (xiii) (xiv) (xv)

I have problem in respect  
to

Kindly check the relevant record and do the  
needful. Thanking you,

(Signature)

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

Institute:..... Department:.....

Contact No.: ..... Mobile No.: .....

<b><u>For HR Office use only</u></b>	<b><u>For Accounts Office use only</u></b>
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**Remarks by Registrar:**



## CHAPTER-XII

### DISCIPLINARY ACTION POLICY

#### 1. Purpose:

To maintain discipline in the organization and to follow the principles of natural justice.

#### 2. Scope:

All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes

#### 3. Process:

##### 3.1 Responsibility:

- 3.1.1 All disciplinary actions to be initiated by HOD/HOIs/Dean.
- 3.1.2 It is the responsibility of the concerned Administrative/Functional Head to ensure that the incident report in a prescribed form must reach to Office of the Registrar within 24hours from the date of the incident.
- 3.1.3 The gravity of the misconduct is to be judged by Office of the Registrar in consultation with HOIs/Dean/HODs.
- 3.1.4 Office of the Registrar will investigate the matter in co-ordination with Administrative and Functional Heads.

##### 3.2 Procedure:

###### 3.2.1 Step-1

- 3.2.1.1 The delinquent employee may be issued a notice by the Office of the Registrar mentioning the entire incident and asking for a written explanation within stipulated period of time.
- 3.2.1.2 If the reply of the delinquent employee is found to be satisfactory, the matter may be closed by issuing a caution letter warning him/her of dire consequences if the same is repeated again in the future.

###### 3.2.2 Step-2

- 3.2.2.1 If the reply of the delinquent employee is not satisfactory, the delinquent employee may be issued a Charge-Sheet by the Office of the Registrar.
- 3.2.2.2 Keeping in view the principle of natural justice, a preliminary enquiry committee should be constituted to investigate the matter with the approval of Provost. If need be, an enquiry officer will be nominated by Office.



of the Registrar with the approval of the Provost.

3.2.2.3 Based upon the enquiry proceedings and the final recommendation of the enquiry officer, the final decision shall be taken by Office of the Registrar with approval of the competent authority as per norms.

### 3.2.3 Step-3

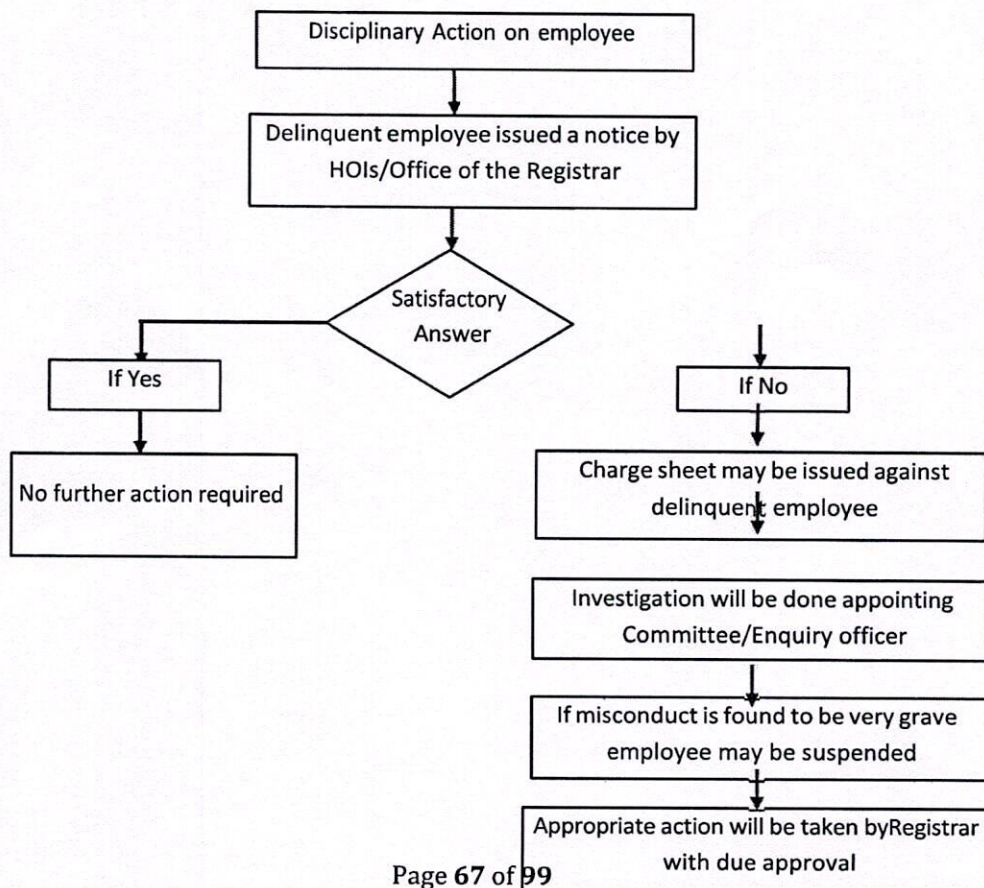
3.2.3.1 If the nature of the misconduct is very grave, the delinquent employee may be suspended pending enquiry with immediate effect prior to disciplinary action.

3.2.3.2 Post enquiry an appropriate punishment to be awarded based upon findings of the enquiry proceeding.

3.2.3.3 If competent authority decides to go for FIR/Legal course, the Registrar shall initiate appropriate actions.

**3.3 Appeal:** The delinquent employee will file for an appeal to the President within one month if not satisfied with the decision of the competent authority. The appellate authority in case of disciplinary action will be President and decision given by him will be considered as final.

#### 4. Process Flow:





## CHAPTER-XIII

### OCCUPATIONAL HAZARD POLICY

#### 1. Purpose:

To train & educate staff on Occupational & safety hazards to stop or minimize their progression, both by improving outcome & avoiding further complication.

#### 2. Scope:

All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes

#### 3. Definition:

A Danger to health or life that is inherent in, or is associated with, a particular occupation, industry, or work environment Occupational hazards include risk of accident and of contracting occupational diseases.

#### 4. Policy:

To identify and resolve health and safety issues and provide required training & awareness to these risks, compliance with basic preventive measures, and adequate resources for interventions in Occupational Hazard prevention.

#### 5. Areas of Occupational hazards:

##### 5.1 Environment Safety:

5.1.1 **Ergonomics** - Designing a safe work environment can also result in greater efficiency and productivity. The organization changes & redesigns the work processes to reduce worker injuries & illness on the job. Training & safety rounds play an important role in improving the working conditions.

5.1.2 **Indoor Air Quality**- Conducting indoor air quality surveys, including sampling, identifying and developing appropriate remedial actions to eliminate potential sources of airborne contaminants.

5.1.3 **Health Hygiene**- The recognition, evaluation and control of work place hazards, including chemical, physical and biological agents. Conduct chemical exposure monitoring as required.

5.1.4 **Safety Training**- Employee health and safety training on such topics as



handling hazardous materials spills in departmental Labs and other specialized health and safety orientations

**5.1.5 Lab Safety-** Implementation of the Hospital Lab Safety program, including conducting lab inspections and performing fume hood inspections.

## **5.2 Fire Safety-**

**5.2.1 Fire Extinguisher Inspections-** Inspections of all extinguishers. Annual maintenance of all extinguishers and hydrostatic testing of extinguishers.

**5.2.2 Fire Drills-** Fire drills for all. Training of staff on Fire evacuation plans.

**5.2.3 Emergency Response-** Emergency response to fire alarms, accidents, medical emergencies and hazardous materials incidents, as well as routine responses to requests for assistance.

**5.2.4 Fire Detection & suppression system-** Monitor and service of fire detection and suppression systems, such as smoke detectors, heat detectors, bells, manual pull stations, and fixed extinguishing systems.

**5.2.5 Safety Trainings-** Fire and general Safety training to all staff.

## **5.3 Hazardous waste management-**

**5.3.1 Waste collection & disposal-** Coordination and guidance to all departments for proper means of hazardous waste collection and disposal, including chemical waste, Bio-Medical waste, radioactive waste, animal waste, sampling and identification of unknown waste substances.

**5.3.2 Tracking & record keeping-** Tracking, recording and monitoring all waste accumulation, transfer and disposal.

**5.3.3 Safety Trainings-** Conducting hazardous waste management training programs.

## **5.4 Occupational Safety services includes-**

**5.4.1 Hazardous Surveillance-** Surveillance during safety rounds is carried out to ensure compliance with occupational health and safety requirements, including areas for potential occupational hazards and risks to employees.

**5.4.2 Safety Trainings-** Provides safety training to the entire Hospital staff including but not limited to critical areas as lift operation, personal protective equipment etc.

**5.4.3 Hazard Assessment-** Hazard Assessments are performed to develop safety



procedures for various operations, such as compressed gas safety.

**5.4.4 Injury & Illness Investigations-** Conducting investigations to determine root causes and recommend corrective action.

**5.4.5 Radiation Surveys-** Performing radiation protection surveys for all sources of ionizing radiation. Consulting with responsible personnel on procedures and techniques necessary for radiation protection.

**5.4.6 Personnel Monitoring-** Provide personnel monitoring services, including provision of monitoring devices, interpretation of personnel monitoring exposure and maintenance of all records of internal and external radiation exposure.

**5.4.7 Radiation Safety Trainings-** Instruct personnel in the safe handling procedures of all sources of ionizing radiation in accordance with AERB guidelines.

**5.4.8 Safety Equipment's-** CSSD/ Engineering earplugs.

#### **5.5 Measures:**

For effective implementation of such policy at workplace Health and Safety Officer of the Institute/College should prepare safety plans with the help of campus administration and make all employees aware of the same. Also employees should be trained regularly in various safety procedure/operations in coordination with HR Section in this regard. If required external trainers should be hired. Employee Group Insurance shall cover the risk, if any.



**CHAPTER-XIV**  
**ETIQUETTE POLICY**  
**&**  
**CODE OF PROFESSIONAL ETHICS**

**1. Purpose:**

- 1.1 To implement the standards of etiquette and its role in the organization.
- 1.2 To improve the standards of professional meetings.
- 1.3 To suggest meeting protocol and multi-cultural etiquette

**2. Scope:**

All university staffs and faculty members excluding temporary & outsourced department

**3. Process:**

**3.1 Dress code Norms-** Employees must wear their respective uniforms/ethnic wear and I.D card while on duty.

**3.11 MEN-**

- 3.1.1.1 Formal wear for everyone, other than those employees who have been provided with uniforms and needs to be in uniforms.
- 3.1.1.2 Checked trousers and jeans or other casual wear not permitted
- 3.1.1.3 Should wear only leather shoes – Sneakers not allowed
- 3.1.1.4 Wearing of Ties for front office, billing, and floor coordinators as part of uniform is compulsory. For all marketing staff and other managerial staff, it is preferable.

**3.12 WOMEN-**

- 3.1.2.1 Salwars / Sarees with large prints, formal trousers/ shirts preferred, flowery or bright colors - not encouraged.
- 3.1.2.2 Very low necklines, sleeveless and  $\frac{3}{4}$  lengths sleeves – not encouraged

**3.2 Appearance Standard-**

- 321 All employees are expected to exhibit and maintain a well-groomed personal appearance, including cleanliness and proper hygiene.
- 322 Attire and personal grooming must satisfy all safety and health regulations



- 323 Employee ID Card must be visible at all times, face front, at chest level and in good condition. No changes and alterations are allowed on the card, senior employees and above may have round holder.
- 324 Acceptable attire should be clean, ironed and in good repair. Fit of clothing should allow required movement for job performance at ease.
- 325 Proper attire specially in a hospital setting is very important. A professional appearance generates confidence and respect. Hospital employees should dress in a fashion that fosters a positive reassuring image. Attire should be appropriate to duties performed and for maintaining the safety of patients, visitors and other employees in health care environment.
- 326 Please ensure your hands and feet are neat and clean not only for your safety and health but also for those of our patients. Fingernails shall be clean, neatly trimmed, and well-manicured and of a length that will not cause injury or potential injury to self, customers or co-workers.
- 327 It is important that all are well turned out, with the least number of hair accessories, with neat and tidy hairstyles that don't interface with our functioning or succeed in portraying a very casual approach.
- 328 Perfumes, after shaves and lotions should be used in moderation in order to be considerate of sensitivities, allergies, and illnesses of patients, visitors and other employees.
- 329 Footwear must be clean, polished, securely fitted and in good condition.

### **3.3 Acceptable attire/appearance that applies to all employees:**

- 331 Jeans, short, halter tops, tank tops, sweat suits/ pants, fleece, sheer fabrics, denim, Capri's, low cut necklines, midriff tops, lycra/spandex/metallic tops, tee shirts with logos, athletic wear, casual T-shirts are not appropriate attire for the workplace.
- 332 Hair of unnatural color i.e. blue, purple, green, red, golden etc. is unacceptable.
- 333 Sneakers and flip-flop sandals should not be worn.
- 334 Excessively tight or loose clothing should be avoided.
- 335 Scrubs stamped with other institutional names shall not be worn.

**3.4 Uniforms-** All uniforms are assigned for a purpose. They serve as a means of identification of an employee. Two pairs of uniform are provided once in a year on





subsidized rate. The employees of below mentioned departments are provided uniforms:

- 341 Administrative Department
- 342 Patient Care Services
- 343 Billing Staff OP & IP
- 344 Nursing staff
- 345 F&B
- 346 Security
- 347 Housekeeping staff
- 348 Transport

drivers Please ensure that:

- Uniforms are clean, well ironed and not torn or obvious lyre-stitched
- Uniforms should be worn properly and uniformly by everybody and not according to personal styles or with any additions or deletions

### 3.5 Behavioral Standards- Respect to colleagues

351 In the performance of their duties employees must:

- Maintain high standards in service delivery by:
- Discharging responsibilities conscientiously, honestly and impartially;
- Always acting within the law and performing their duties with positivity, efficiency, diligence and courtesy.
- They should strictly follow the hierarchy of the organization.

352 Observe appropriate behavior at work by:

- Dealing with the public sympathetically, fairly and promptly; and
- Treating their colleagues with respect

353 Maintain the highest standards of probity by:

- Conducting themselves with honesty, impartiality and integrity;
- Never seeking to use improper influence, in particular, never seeking to use political influence to affect decisions concerning their official positions
- Abiding by guidelines in respect of offers of gifts or hospitality and
- Avoiding conflicts of interest.

### 3.7 Communication Etiquette-

- Do not Use Mobile phone. Employees should not use Mobile phones while on duty except in any emergency.



- Gossiping is not good team building. Talk about the weather, sports, upcoming events, or send a sweet GIF, but whatever you do don't fall into gossiping as a way to relate with colleagues.
- Don't use all caps. Using all caps indicates an aggressive tone, or a lack of digital skills, neither of which will be appreciated by your colleague. The only time caps are acceptable in the workplace is when you are sending "CONGRATULATIONS!" to celebrate an achievement.
- Reply carefully. It is poor workplace etiquette to hit reply-all to emails. This rule requires some finesse. Don't reply all to an email unless it is required for a department-wide update to make sure everyone knows you're on the same page.
- No Politics please: It is inappropriate to discuss politics in the workplace. Even if you think your political interests are aligned with your colleague, it is best to keep politics off the clock.
- Silence your phone. Do you really need a ringtone or vibration for every notification? Your coworkers certainly don't think you do.
- Do not copy the whole team: Before sending an email ask yourself; who needs to see this? If it is not something that the entire organization needs to know, there is no reason why everyone should be copied. Be more selective when sending general correspondence to the concerned.
- Use styles appropriately. The improper use of bolds or italics in office communications is unacceptable. It can be confusing and distract viewers from the message itself.
- Keep Your Jokes to Yourself: It's poor workplace etiquette to send joke emails to the entire team.

**3.8 General Standards:** Employees must follow the following general rules:

- University campus is Tobacco Free. Smoking is strictly prohibited within the campus.
- Consumption of Tobacco/Gutkha/Alcohol is strictly prohibited in the campus.
- Internet surfing for purposes other than institutional work is not allowed.
- Talking loudly, rude behavior with colleagues, misbehavior with seniors is not allowed.
- Contribute in Green Campus for Swachh Bharat and Swasth Bharat.



- Maintain common rules of workplace decorum. Deviation if any shall be punishable.

### **3.9 Stakeholders / Ownerships: Roles, Responsibilities and Accountabilities:**

3.9.1 **HODs:** HODs are responsible for the activities in their respective domains. The Etiquette requirements in those departments need to be assessed by them. Director/HOIs/Dean/HOD and HR department will collaborate to determine the professional Etiquette.

3.9.2 **Head-HR:** He/She will help the HODs in determining the Etiquette requirements. All employees are responsible for the professional Etiquette.

3.9.3 **President:** Reviews the Etiquette requirements and approves the same.

### **3.10 Code of Professional Ethics**

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

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- iii) Seek to make professional growth continuous through study and research.
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi) Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication.
- vii) Discourage and not indulge in plagiarism and other non-ethical behavior in



teaching and research.

- viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
- ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

### 3.10.2 Teachers and Students

Teachers should:

- i) Respect the rights and dignity of the student in expressing her/his opinion.
- ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
- vii) Pay attention to only the attainment of the student in the assessment of merit.
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix) Aid students to develop an understanding of our national heritage and national goals.
- x) Refrain from inciting students against other students, colleagues or administration.



### 3.103 Teachers and Colleagues

Teachers should:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii) Speak respectfully to other teachers and render assistance for professional betterment.
- iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

### 3.104 Teachers and Authorities

Teachers should:

- i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- vi) Adhere to the terms of contract
- vii) Give and expect due notice before a change of position takes place.
- viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their



particular responsibility for completion of academic schedule.

### 3.105 Teachers and Non-Teaching Staff

Teachers should:

- i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- ii) Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

### 3.106 Teachers and Guardians:

Teachers should:

Try to see through teachers' bodies and organizations, 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 benefit of the institution.

### 3.107 Teachers and Society

Teachers should:

- i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii) 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.
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



## CHAPTER-XV

### POLICY ON FESTIVALS & NATIONAL HOLIDAY

#### 1. Purpose:

To enable the employees to celebrate festivals and other National holiday

#### 2. Scope:

All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes.

#### 3. Policy:

- 3.1 The total number of festival and national holidays applicable will be approved by the President in consultation with Provost/Deans/HOIs/Registrar.
- 3.2 In case a nominated holiday falls on Sunday or weekly off, in a particular calendar year, no substitution will be made.
- 3.3 Essential services of the Gokul Global University, Sidhpur and its constituent Institutes including Hospital would continue to function normally on Holidays.
- 3.4 However, in case of any emergency/exigency employee may be called on Holidays.

#### 4. Procedure:

- 4.1 List of holidays will be prepared and circulated by the Office of the Registrar.
- 4.2 The holiday list will be circulated in December every year for the forth coming calendar year and shall be incorporated in University Calendar.
- 4.3 The Restricted Holidays admissible to the staff members shall be 02 in a calendar year.



## CHAPTER-XVI LEAVE POLICY

### 1. Purpose:

This Policy is to make the employees aware and how to avail various types of leaves when in need.

### 2. Scope:

This policy applies to all faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes including Hospital.

### 3. Types of Leave:

University follows the leave guidelines given by UGC from time to time. However, for the convenience of our employees the general leave rules of this University are summarized below for the information of all concerned:

#### 3.1 Casual Leave:

- i) Casual leave is admissible to officers/teachers/employees of the University to the extent of 12 (Twelve) days in a calendar year. It cannot be combined with any other leave or vacation but can be combined with holidays as defined in the leave calendar of the University provided that the total period, does not exceed 6 (six) days at a time. In case of any public holiday/weekly off falling in between will not be considered in continuity.
- ii) Casual leave should always be applied for and sanctioned before it is taken, except in case of emergency. It can be taken for half day too.
- iii) Balance of Casual leave will not be carried forward to next calendar year.

#### 3.2. Duty Leave:

Duty Leave up to ten (10) days in a calendar year may be granted to officers/teachers with the prior approval through proper channel for:

- i) Presenting papers/chairing a Session at National or State Level Conferences, congresses, symposia and seminars.
- ii) External Examination/Viva-voce and for delivering guest/expert lecture.
- iii) Participating in a delegation or working committee appointed by the GoI,





GoG, UGC, AICTE or any other academic/regulatory body.

- iv) Person availing Duty Leave for the purpose of attending seminars/symposia, workshops and courses shall be required to give a talk in the department/institute highlighting the objective and theme of such event, indicating his/her contribution in the event, stressing the benefit derived from the event and its relevance to the academic enrichment of the department /institute. He/she will also have to file a report along with action plan as to how the knowledge gained will be made useful for the department /institute.
- v) Duty leave may be combined with all types of Leaves. In case of additional leave requirement prior approval of President through proper channel is mandatory.

### **3.3. Medical Leave:**

- i) A total of 10 (ten) Medical Leaves shall be admissible in a calendar year.
- ii) Medical Leave shall be sanctioned only after completion of six months of service. In special cases, President may sanction Medical Leave on the specific recommendation of Provost/Dean of Faculty/Controlling Officer.
- iii) The sanction of Medical Leave shall be subject to submission of Medical Certificate of Registered Medical Practitioner.
- iv) The authority competent to grant leave may at its discretion, waive off the submission of a medical certificate in case of an application for sick leave not exceeding 03 days.
- v) Sick leave can be accumulated up to a period not exceeding 180 days.
- vi) Any fraudulent claim of leave on medical ground may lead to immediate termination of service.

### **3.2. Study Leave:**

- i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- Doctoral qualification or for



undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that she/he does not take up any other remunerative jobs, like teaching, in the host country.

- ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. She/he may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Governing Body her/his parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by her/his employer.
- iii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) 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/College/ institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv) The study leave shall be granted by the Governing Body on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v) The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.



- vi) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii) The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Governing Body, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- ix) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extraordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii) A teacher availing himself/herself of the study leave, shall undertake that she/he shall serve the University/College/Institution for a continuous period



of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

xiii) A teacher-

(a) who is unable to complete her/his studies within the period of study leave granted to him/her; or

(b) who fails to rejoin the services of the University on the expiry of her/his study leave; or

(c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service; or

(d) who, within the said period, is dismissed or removed from the service by the University

shall be liable to refund, to the University/ College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to her/his or on her/his behalf in connection with the course of study.

xiv) If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations. Notwithstanding the above provision, the Governing Body may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Governing Body may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favor of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiv) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount.



- xvi) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvii) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/institution.
- xviii) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

### **3.3. Sabbatical Leave:**

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, 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.



- iv) 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 ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Governing Body may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

#### **3.4. Earned Leave:**

- i) The Earned Leave admissible to a permanent teacher of the University shall be  $1/30^{\text{th}}$  of actual service including vacation days for each completed year of service. Plus  $1/3^{\text{rd}}$  of the period during which he / she has performed duties during the vacations.
- ii) The Earned Leave admissible to a permanent non-teaching staff shall be 30 days for each completed year of service.
- iii) Earned Leave can be accumulated up to 300 days but the maximum leave that may be given at a time shall not exceed 30 (thirty) days.

#### **3.5. Extra-ordinary Leave:**

- i) Extra-ordinary Leave may be granted to any officer/teacher/employee of the University in special circumstances, including when other leave is admissible but the applicant gives written request for grant of extra-ordinary leave, or when specified by the competent authority.
- ii) Extra-ordinary Leave shall be without pay.
- iii) The President may commute retrospectively Extra-Ordinary Leave already granted into leave of a different kind if such leave was admissible at the time Extra-Ordinary Leave was granted.

#### **3.6. Maternity Leave:**

- i) Maternity Leave shall be granted to a female officer/teacher/employee whose



services have been confirmed after successful completion of Probation period.

- ii) It should not exceed 90 days and can be availed twice in the entire career.
- iii) It's limited to Two Children only with a minimum gap of three years.
- iv) It may be combined with EL, SL and Extra Ordinary Leave

### **3.7. Paternity Leave:**

Paternity Leave of 07 days may be granted to a male officer/teacher/employee during the confinement of their wives limited to two children only.

### **3.8. Compensatory Leave:**

- i) Compensatory leave may be granted to non-teaching employees below Office Superintendent Cadre to perform any duty of the Institute/University on Sunday or Holidays on the directions of the competent authority.
- ii) For a full compensatory leave at least four hours' work is required. Less than four hours' work shall be treated as half compensatory leave.
- iii) Only two such leaves can be taken in continuation.
- iv) It cannot be combined with other leaves excluding Casual Leave.
- v) Traveling time to & fro from Residence will be excluded, while computing total hours for compensatory off.

### **4. Vacation Leave:**

- i) All the teaching staff except Directors/Deans/Principals who have served for full two semesters will be eligible for vacation during an academic year.
- ii) Vacation will be decided by the management and it shall not be more than 30 days including the Diwali vacations in a calendar year.
- iii) Planning of vacations may be decided by the Principal/Dean as may be required during an academic year and can be availed in two parts.
- iv) Any Teacher who is assigned official work during vacation will be given one EL for three such working day during vacation.
- v) Vacation cannot be clubbed with any other type of leave.
- vi) Non-Teaching staff shall avail Diwali Vacation only.

### **5. General Conditions:**

- i) If the officer/teacher/employee is absent from duty without permission or overstays the granted period of leave, such person's salary during the period of



absence shall be forfeited. If a person remains absent or overstays for more than 15 days, his/her service shall stand terminated.

- ii) Leave account of each officer/teacher/employee of the University shall be maintained by concerned Department/Office and the Office of the Registrar.
- iii) Leave cannot be claimed as a matter of right.
- iv) Adhoc/Contractual employees shall be given only casual leave.
- v) Other categories of leaves as per the norms of the regulatory bodies shall also be applicable if approved by the competent authority.

**6. Sanctioning Authority:**

Sanctioning Authority for any kind of leave shall be as follows:

- i) For Teaching Staff and Technical Staff – Respective HOD and Principal / Dean
- ii) For Hospital Staff (MO, Nurses, Technicians and others)- Medical Superintendent
- iii) For Non-Teaching (Administrative) Staff - Respective HOD and Registrar
- iv) For MS/HOD (Teaching & Non-Teaching Staff)–Principal /Dean/Director/Registrar
- v) For Principal / Dean / Director / Registrar – Provost /Vice Chancellor
- vi) For Provost / Vice Chancellor / C.E.O. – The President of GGU





**CHAPTER-XVII**  
**IN-HOUSE MEDICAL BENEFIT POLICY**

**1. Purpose:**

To enable employees and other specified associates to avail medical facilities in hospital at beneficial rates.

**2. Scope:**

All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes.

**3. Policy:**

- All faculty members and staffs of Gokul Global University and its constituent Colleges/Institutes and their immediate dependents will be entitled to avail the benefits under this policy.
- Benefits under this policy cannot be extended to retainers and empaneled/ visiting consultants.
- Admission to the hospital shall be subject to availability of beds / rooms, the procedure, facilities etc. In such case; the case may be referred to notified Govt. Hospital of Gujarat.
- Dependent family members will be as declared and recorded in the employee's personnel record. Therefore, employees are advised to update their family records.

**4. Procedure:**

- Employees will have to present their employee ID cards issued by the University/Institutes for Availing Benefits under this policy.
- All consultation and treatments in Gokul Ayurvedic College & Hospital and Gokul Homoeopathic College & Hospital are free till further orders.
- Benefit for medical treatment as per MoU with Gokul Sarvajanic Hospital, Sidhpur would be as follows:



**MEDICAL BENEFITS PROGRAM - OUTDOOR PATIENT**

Outdoor patient	Full Time Consultants & Employees	Dependents
<b>Consultation</b>	Free Consultation	Free Consultation
<b>Diagnostic Investigations</b>	50% in-house diagnostics test 20% on Outsourced Test	25% in-house diagnostics test 10% on Outsourced Test
<b>Health Checks</b>	10% on packages	10% on packages
<b>Day Care Procedures / Any Other Procedure</b>	50% on any procedure (Excluding medicine & implants, consumables, on our hospital's outsourced agency investigations etc.)	25% on any procedure (Excluding medicine & implants, consumables, on our hospital's outsourced agency investigations etc.)
<b>Pharmacy</b>	10% on OPD Pharmacy	10% on OPD Pharmacy

**MEDICAL BENEFITS PROGRAM - INDOOR PATIENT**

Indoor patient	Full Time Consultants & Employees	Dependents
<b>Consultation</b>	Free Consultation	Free Consultation
<b>Diagnostic Investigations</b>	50% in-house diagnostics test 20% on our hospital's outsourced agency investigations Test	25% in-house diagnostics test 10% on our hospital's outsourced agency investigations Test
<b>OT &amp; Anaesthesia</b>	50% on OT Charges (Excluding medicine & implants, consumables, from our hospital's outsourced agency investigations etc.)	25% on OT Charges (Excluding medicine & implants, consumables, from our hospital's outsourced agency investigations etc.)
<b>Drugs &amp; Medicines</b>	10% Discount of Original Bill	10% Discount of Bill Original Bill
<b>Packages</b>	20% on packages	10% on packages
<b>Any Procedure Charges</b>	50% on any procedure (Excluding implants, consumables, on our hospital's outsourced agency investigations etc.)	25% on any procedure (Excluding implants, consumables, on our hospital's outsourced agency investigations etc.)
<b>Room Charges</b>	50% on print tariff	25% on print tariff

- Percentages indicated are discounts on the pricelist.
- Two discount policies (staff discount and group medical insurance) will not be clubbed together.
- The discounts are not applicable on consumables, implants and outside investigations other than our hospital's outsourced agency.



- All employee discounts will go to HR department for validation.
- Discretionary discount over & above the policy as per gravity, non-affordability etc. will be approved by the President only.

**Outsourced Departments:**

- 20% discount on OPD/ IPD will be applicable for any procedure/ packages/Consultants of the departments which are our hospital's outsourced agency.
- The same discount will be extended to the employees and dependents of the outsourced departments also.
- President has power to sanction special discount for treatment in our hospital.



**1. Purpose:**

**CHAPTER-XVIII**

**POLICY AGAINST SEXUAL HARASSMENT**

This Policy is to promote the well-being, and provide a clean and safe working environment to Employees against any misbehavior and nurturing a workplace environment free of Sexual Harassment.

**2. Policy:**

- 2.1 Gokul Global University strives to promote a fearless and harassment free working environment.
- 2.2 The University prohibits any form of sexual harassment in the way employees behave with each other or other stakeholders.
- 2.3 Sexual harassment of employees occurring at work place or in other settings in which employees may find themselves in connection with their employment will be dealt with appropriately, sensitively and expeditiously.

**3. Scope:**

- 3.1 This policy applies to all individuals who are employed/ engaged in permanent, contractual, visiting, honorary or temporary capacity at any offices of the Gokul Global University and its constituent Colleges/Institution.
- 3.2 It covers sexual harassment committed inside the University premises in which employees/other stake holders may find themselves in connection with their employment/ University services.
- 3.3 This applies equally to relations between superior and subordinates as well as between peers. This is equally applicable to sexual harassment:
  - 3.3.1 Either way between opposite genders
  - 3.3.2 Between members of the same gender

**4. Definition &Type:**

- 4.1 A broad definition of sexual harassment consists of any physical or verbal behaviour and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form of depending on circumstances. It may consist of, but not be limited to any of the following:



- 4.1.1 Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature.
  - 4.1.2 Transmitting any message, by mail, telephone, e-mail, electronic text etc. which is obscene, lewd, suggestive or blatantly sexual in nature. Any explicit or implicit communication wherein a sexual favour or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion etc. thereby creating a hostile environment.
  - 4.1.3 Sexually charged jokes or remarks and behavior which have sexually oriented innuendoes.
  - 4.1.4 Consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day to day dealings.
  - 4.1.5 Any pervasive pattern of behavior which makes employees uncomfortable, insecure or feels humiliated or disadvantaged on the basis of gender/ sexual orientation differentiation.
  - 4.1.6 Actual sexual assault.
- 4.2 The University's policy aims to prevent 'conflict of interest' if relationship involves supervisor and subordinate, which must be disclosed to the management or HR. Following a review, appropriate measures would be instituted.
- 4.3 Where any comment, act or conduct is committed against any person and such person has a reasonable apprehension that it is discriminatory based on gender:
- 4.3.1 It can be humiliating and may constitute a health and safety problem, or
  - 4.3.2 As for instance, when the person has reasonable grounds to believe that her/his objection would disadvantage her/him in connection with her/his employment,
  - 4.3.3 Including recruitment or promotion or advancement or
  - 4.3.4 When it creates a hostile environment, or
  - 4.3.5 When the complainant perceives that it is happening
- Such instances would be deemed to be Sexual Harassment. As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.



## 5. Committee:

5.1 A standing Internal Complaints Committee (ICC) for investigating Sexual Harassment cases is to be formed as per the UGC Regulation 2015. The members of the committee will be nominated once in a year by Office of the Registrar. Any replacements in the committee also will have to be authorized by office of the Registrar. An organization wide communication on the names of the members of the ICC will be issued by the office of the Registrar at the various locations including University and/or constituent Institute websites.

5.2 The committee composition should be as per the following UGC guidelines:

- Presiding officer should be woman and a senior faculty member
- Two faculty members
- Two non-teaching employees
- One external member from an NGO or a person familiar with issues relating to sexual harassment such as a lawyer.
- Minimum 50 percent of the members should be women.
- Persons in senior administrative positions in the University such as Provost, Rectors, Registrar, Deans etc. should not be members of the ICC.
- External member can be person from various fields who have worked for / in the field of women's rights, including women's rights activists; social workers; activists from NGOs; counsellors; lawyers; doctors; psychiatrists; trade unionists; representatives of peasant and agricultural organizations and journalists etc.

5.3 The responsibilities of the Internal Complaints Committee are as mentioned under:

5.3.1 To operate as an inquiry authority for complaints received from Employees across all levels.

5.3.2 To investigate promptly and thoroughly, complaints of Sexual Harassment and to deal appropriately with the offending personnel as per this Policy and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

5.3.3 To provide interim relief, take immediate and appropriate corrective action



by doing whatever is necessary to end or prevent any further Sexual Harassment and make the Victim emotionally comfortable. (e.g., by counseling, providing necessary support services and so on).

- 5.3.4 Recommend appropriate disciplinary action against the offending Employee, where necessary. Generally, the corrective action must reflect the severity of the conduct. The appropriateness of remedial action will depend on the severity and persistence of the Harassment and the effectiveness of any initial remedial steps.
- 5.3.5 Make follow-up inquiries to ensure the Sexual Harassment has not resumed or the Complainant/ Victim is not being subjected to Victimization.
- 5.3.6 While dealing with complaints of Sexual Harassment, the Internal Complaints Committee shall ensure that the Complainant or the witness are not victimized or discriminated against by the respondent. Any unwarranted pressures, retaliatory or any other type of unethical behavior from the respondent against the Complainant or the witness while the investigation is in progress should be reported by the Complainant to the Internal Complaints Committee as soon as possible. Disciplinary action will be taken by the Internal Complaints Committee against any such complaints which are found genuine.
- 5.3.7 To ensure complete confidentiality of the process. Any violation of this in way of any direct or indirect sharing of such information with persons not directly related to the complaint without good reason can result in disciplinary action against the concerned Committee member.
- 5.3.8 To undertake appropriate analysis and submit a detailed report of the enquiry to the University.
- 5.3.9 To deploy and disseminate orientation and training programs or any other collateral such as notifications, for preventing and creating awareness regarding the issue of Sexual Harassment.
- 5.3.10 To deal with complainant, in case ICC feels that complaint raised against individual is done with wrong intentions and do justice to such individual.

## **6. Procedure:**

### **6.1 Filing a complaint:**

The Victim/Complainant can file a complaint, through written application and can submit the application to any member of Internal Complaints Committee



within one week of the last occurrence of the alleged incident of Sexual Harassment. However, the one-week period can be extended at the sole discretion of the Internal Complaints Committee for a further period of one month. Any person can make a complaint on behalf of the aggrieved provided that the aggrieved has given a written consent to such complaint. Along with complaint, the aggrieved can choose to opt for a conciliation process where under, if a settlement is arrived at no further investigation process will be conducted by the Internal Complaints Committee, unless the alleged accused is not in compliance with the settlement terms. If Conciliation is done after complaint made to ICC, such conciliation is to be carried out only in presence of representative of ICC members. No aggrieved can seek a monetary settlement through the conciliation process.

## **6.2 Investigation process:**

The University will exercise its duty to promote an atmosphere of healthy cooperation between male and female Employees in which sexual safety and dignity of Employees is maintained and respected. The University will also prevent and deter the committing of any act of Sexual Harassment at the workplace.

The redress process for the complaint received will be undertaken as per the process mentioned below:

- 6.2.1 On receipt of a written complaint, the Internal Complaints Committee must contact the Victim immediately or within 3 working days.
- 6.2.2 The Internal Complaints Committee shall send one copy of the complaint received to the respondent within a period of 7 working days of receipt of the complaint.
- 6.2.3 The Internal Complaints Committee may also contact the respondent to obtain his version.
- 6.2.4 The Internal Complaints Committee must organize a preliminary meeting with the Victim. This meeting must be completed within 10 working days of the complaint being filed with the Internal Complaints Committee.
- 6.2.5 At the first meeting, the Committee members will hear the Complainant and record her / his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint.
- 6.2.6 Thereafter, the respondent shall be asked to present before the Committee and an opportunity will be given to him / her to give an explanation.
- 6.2.7 The Internal Complaints Committee may hold its proceedings in the University location or outside as it may deem proper.





- 6.2.8 The quorum for the investigation proceedings shall be minimum three members of the Committee present including the Chairman and in all proceedings involving a woman Complainant, two shall be women members present.
- 6.2.9 The genuineness of the complaint will be investigated and established. In case the complaint is deemed to be frivolous/ false and/or the intent of the Complainant/ Victim is found to be malafide,- necessary disciplinary actions may be initiated.
- 6.2.10 The Committee shall investigate the matter in accordance with the letter and spirit of law and submit its report along with recommended action to the University within a period of 10 working days from the completion of the inquiry.
- 6.2.11 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof. But if the case falls under any of the grievances category then it will be dealt as per Grievance Redressal Policy of the University with the approval from competent authority through Office of the Registrar.
- 6.2.12 The disciplinary action, if any, to be taken will be informed to the parties in writing by the University within 5 working days following the submission of report by the Internal Complaints Committee.
- 6.2.13 Failure or refusal of any persons to co-operate, or to disturb or misguide the Committee during its investigations may result in disciplinary action against such persons as deemed appropriate by the Internal Complaints Committee.
- 6.2.14 If the conclusions of the Internal Complaints Committee are unsatisfactory to either individual, the aggrieved shall have the right to make an appeal to the Local Complaints Committee (a government body, established under the Act), within 30 (thirty) days of the date of conclusion of the investigation proceedings before the Internal Complaints Committee. The University will provide assistance to the aggrieved for the same.
- 6.2.15 The University must be sensitive to the possibility of the respondent displaying Retaliation behavior and take appropriate action



wherever required. At all times, the University shall take all necessary steps to prevent Retaliation/Victimization.

6.2.16 Where the Employee of the University lodges a complaint alleging Sexual Harassment directly with the police/State Women Commission, intimation regarding the same must also be sent to the Human Resources department of the University by the Employee as soon as possible.

#### **7. Possible Outcomes:**

Upon completion of the enquiry, the Complaints Committee will submit a detailed report to the University recommending any of the following disciplinary action against the respondent. The respondent is liable for disciplinary actions depending on the level of severity and persistency of misconduct.

These actions could include but not limited to the following:

- 7.1 Issue of an advisory to be filed in the Personal File
- 7.2 Issue of a warning letter to be filed in the Personal File
- 7.3 Stoppage of increment
- 7.4 Reduction to a lower grade or post
- 7.5 Immediate suspension from services without salary for a time period
- 7.6 Termination from services. An Employee dismissed and discharged from service for such misconduct, shall not be entitled to any notice or pay in lieu of notice, or any other benefits or privileges provided by the University except those to which he may be entitled under any statute being in force at that time.
- 7.7 Cash Fine
- 7.8 Any other action that the Committee may deem commensurate to the misconduct as per rules.
- 7.9 In case the Committee finds the degree of offence to be coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action may be initiated by the University Authorities for making a Police Complaint.



**8. Confidentiality**

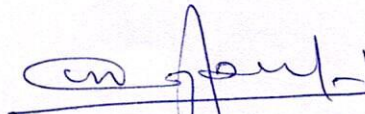
8.1 The contents of the complaint made under the present policy, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to the inquiry proceedings, recommendations of the ICC and the action taken by the ICC shall be confidential and shall not be published, communicated or made known to the public, press and media in any manner except upon the aggrieved woman submitting a specific request to do so in writing and upon the ICC acceding to the said request.

8.2 Upon the respondent being found guilty, information may be disseminated regarding the justice secured to any victim of sexual harassment under this policy without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

**9. Protection of action taken in good faith**

No suit, prosecution or other legal proceedings shall lie against the University/Institute, ICC and its members in respect of anything which is done or intended to be done in good faith in pursuance of these policies, and the circulars/orders/notifications issued thereunder.

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Registrar  
Gokul Global University, Sidhpu