

DAV UNIVERSITY, JALANDHAR



Human Resource Manual

Vol. 01

**Human Resource Division,
DAV UNIVERSITY, JALANDHAR**

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SECTION – 1

INTRODUCTION

A) ABOUT US

DAV University, Jalandhar was established in 2013 under the aegis of DAV College Managing Committee, New Delhi. DAV College Managing Committee is India's single largest non-government educational organization managing more than 900 institutions in the country. It has been providing students with an excellent education in modern academic environment. The University has been established by a Legislative Act of the Punjab Government and empowered to confer degrees under Section 22 of the UGC Act 1956. It is a multi-disciplinary institution, home to faculties of teaching excellence in subjects from engineering to management to languages to natural sciences including physical and life sciences. DAV University is spread across an area of about 72 acres and it provides an ideal ambience for pursuing professional courses and ensuring all-round development of students. The campus is well equipped with modern infrastructure to cater to the needs of the students. Playgrounds, sports and fitness facilities add to the quality of life on the campus. DAV University is the best university in Punjab in terms of quality education and student support.

DAV University aims to contribute to the society by laying a strong emphasis on research in various inter-disciplinary domains that can be beneficial for mankind. DAV University aspires to provide a strong platform to the students to make them proficient, motivated engineers, technocrats, entrepreneurs and scientists of the future while inculcating human values, ethics and concern for the environment and the society.

B) VISION

- To ardently seek, consider and implement latest nuances, developments and innovations in Sciences, Languages, Engineering and Technology, Business Studies and Computer Sciences in order to ensure that students develop a holistic acumen for making strategic and judicious decisions in the local and global spectra.
- To harness and transform natural, human and technological resources to ensure sustainable development, so that they enhance, enrich and bequest human life with imagination, skills and vision. Thereby, they become instrumental in the integral development of society and mankind.

C) MISSION

- To facilitate our stakeholders to have a broad, encompassing access to knowledge & education and to assist individuals unravel deeper dimensions of learning & experimentation.
- To enable students become imaginative, integrated beings who constructively and creatively contribute to environment and society and who play a vital role in the advancement of learning and understanding.

D) OBJECTIVES

- To provide an academically ambient environment for its stakeholders.
- To develop scientifically superior, socially awake, and responsible citizens.
- To generate industry-oriented competent manpower to meet the needs of globalization.
- To provide state-of-the-art equipment for R&D facilities in the university.
- To provide effective linkage between industry and university for sponsored research and consultancy.

- To ensure regular up-gradation of knowledge and skills of the faculty.
- To attain National and International accreditations.
- To develop centers of excellence in the emerging areas of science and technology.
- Merging of knowledge with the spirit of good ethics, values and Vedic teachings.

E) CODE OF CONDUCT

Employees are expected to adhere to the highest standards of personal, professional and business ethics, and to always use good judgment about the way they conduct themselves when doing their work and representing DAV University, Jalandhar. The University's success is undermined by unethical conduct. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

DAV University, Jalandhar will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of personal, professional and business ethics and conduct is the responsibility of every University employee.

1) Compliance with Laws and Regulations, Rules and Policies

Employees and individuals representing DAV University, Jalandhar, must transact University in compliance with all Central, State and Local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and non discrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions. All employees and individuals representing the University should recognize that noncompliance may have adverse financial and other disciplinary consequences for them and for the University. Individuals are responsible for keeping current with changes in applicable laws and regulations, and Incharges and Coordinators are responsible for monitoring compliance in their areas.

2) Conflict of Interest

A conflict of interest exists when a University member or a member of their family is in the position to benefit personally, directly or indirectly, from their dealings with an organization or person conducting business with the University.

All decisions and actions by University employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the University. It is the University's intent to avoid conflicts between the personal interests of employees and the interests of the University. In the event that a University member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the University, the employee must do the following:

- Disclose clearly and fully in writing to the immediate HOD with the nature of the decision or transaction and the potential conflict of interest.
- Refrain from participation (acting individually or as a member of a group) in the University's consideration of the transaction or the processing of the transaction.
- No gifts or services from vendors should be accepted.

3) Consulting and Outside Employment

If a person is a full-time employee of the University, the employee's main employment responsibility is to DAV University, Jalandhar. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with the University responsibilities or that may compromise the University's relationship with the outside employer or consulting client, approval must be obtained in advance from the University Authorities.

4) Non Competition Obligation

During the period of your employment with DAV University, Jalandhar and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, principal, agent, director, proprietor, member, partner, representative, shareholder, manager, employee, trustee, consultant, adviser, financier, administrator and/or in any other like capacity: disclose any Confidential Information or trade secrets of DAV University to any third party, including, without limitation, any competitors of DAV University, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of DAV University), or to the detriment of DAV University, or disclose to anyone the identities and other related information of any of DAV University's clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of DAV University, Jalandhar.

During the course of the employment at DAV University, Jalandhar, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and / or its associated entities.

5) Intellectual Property Rights and Copyright Ownership

DAV University, Jalandhar, respects the ownership of intellectual material governed by copyright laws. University Employees are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. Use of the University's seal and letterhead is restricted. Questions regarding use of the seal and letterhead should be referred to the University Authorities.

6) Proper Use of University Property and Funds

All equipment and material is the property and/or the responsibility of DAV University, Jalandhar unless otherwise clearly indicated. All employees must ensure that University resources are used only for intended purposes. University employees have an obligation to manage the University's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni. University employees are responsible for safeguarding the tangible and intangible assets of the University that are under their control. University resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to central, state, or local public office. This equipment and material is to be utilized in the most effective and efficient manner possible towards the accomplishment of university goals and objectives. University resources may not be converted to personal use, either for oneself or another person.

7) Accuracy of Records and Reporting – Financial & Academic

The records, data and information owned, used, and managed by the University must be accurate and complete. The accuracy and reliability of financial and academic reports is of the utmost importance to the

business & academic operation of the University. University employees must record, allocate and charge costs/fees accurately and maintain documentation as required by established policies and procedures approved from time to time by the University Authorities. All reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

8) Acceptable Use of Campus Network and Computing System

It is the responsibility of each member of the University to use the services provided by the University's campus network and computing systems appropriately and in compliance with all University, city, county, state, and central laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at DAV University, Jalandhar, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. University computing systems are University resources and are provided to University employees for business purposes. Computers and the information contained on them are the property of the University and may be accessed by University officials at anytime. University policy and relevant laws apply to use of the University's network and computing services. Actions that are unacceptable in the University are also unacceptable on the network, computing systems and other electronic services including the following:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Accessing inappropriate materials/contents.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

9) Reporting Suspected Violations or Concerns

DAV University, Jalandhar, Ethics Code compliance efforts focus on teaching University employees standards that require adherence. Nevertheless, violations may occur. University Employees should report suspected violations or concerns about these standards promptly to one of the following University offices: Human Resources, Incharge, Coordinator, University Authorities. Reports are made anonymously to this number, unless the caller wishes to leave their contact information. The University will investigate claims of inappropriate activities, including informing the University Authorities of claims related to the misuse of University assets and violation of compliance laws. The University will protect from retaliation against anyone who makes an effort in good faith to appropriately disclose perceived wrongdoing.

10) Consequences of Violation

Any non-compliance of the above code of conduct, any other related University policies, non-performance or insubordination will be considered as a gross violation under the University's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Also note that any such violations may also subject individuals to financial and legal action in state or central courts.

F) DO's and DON'Ts at DAV University

Here are a few general rules and principles an employee of DAV University is expected to remain mindful of:

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ALWAYS

- ✓ Conducts themselves in accordance with the highest, ethical standards, remembering that the definition of a Professional is that of a person who places the students interests above that of personal financial gain

- ✓ Professional and business email etiquette and responsibility are expected of all teaching, admin and technical staff members. Internal communication between employees is strictly for internal use and must not be forwarded or shared with persons outside. Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis
- ✓ Concern and respect towards Seniors in the University
- ✓ Pleasant, tactful and considerate in manner, remembering to lead rather than drive people
- ✓ Wishes all seniors and colleagues
- ✓ Neatly dressed and groomed
- ✓ Remembers that the students ultimate benefit is more important than their possible – interim annoyance
- ✓ On schedule and requests assistance when falling behind is anticipated
- ✓ Carry notebook to be used taking notes at Senior’s cabin
- ✓ Quick to respond to students queries or messages
- ✓ Stays out of politics
- ✓ Tries to put themselves in the other person’s place when exist differences of opinion

NEVER

- ✓ Promise more than what is expected to be delivered
- ✓ Lie or misrepresent anything, either to students, subordinates or superiors
- ✓ Acts on – primary reactions – always considers the consequences of any stand or action,
- ✓ checks themselves when necessary
- ✓ Fails to communicate – any type of reports
- ✓ Criticizes surroundings, local habits, foods
- ✓ Never say ‘No’ when a work/ additional work is assigned to you by seniors.

G) CONFIDENTIALITY POLICY

Owing to the nature of work, many employees would be handling confidential information that is critical for the University. Integrity being the bottom-line of all transactions, our team nurtures ethical work habits. In consonance with that, the University believes in maintaining the sanctity of confidential information.

GUIDELINES

- To ensure the sanctity of confidential information, each employee will ensure the safekeeping of all official documents, records or notes in whatever manner (including matter stored in computer memory or in any digital form) for which they are responsible. In the same spirit, they will also endeavor to ensure the safe custody of all files, folders, discs or documents that are transported outside the office.
- The employees will make every other such effort, not mentioned in this manual, to maintain this confidentiality.
- The discipline of confidentiality is best when it is self-imposed. Therefore, the attempt of the University will be to make people aware of lack of confidentiality or indiscretion rather than impose penalties. But in the event that there is a breach of confidentiality leading to the leak of any sensitive information, it may lead to termination of the concerned employee, if they are proved responsible for such breach.
- Any employee, who has reason to believe that the confidentiality of the University is being violated, should immediately bring it to the notice of the concerned HR Department.
- Right of confidential information always rests with the University and supersedes any separation.

SECTION – 2

WORKPLACE GUIDELINES

A) UNIVERSITY TIMINGS & WORKING HOURS

<u>TIMINGS</u>				
<u>Category</u>	<u>Work Week</u>	<u>Work Hours</u>	<u>Lunch Hour</u>	<u>Offs Days</u>
Teaching & Non-Teaching Staff	Monday – Saturday (except 1 st & 3 rd Saturdays)	8 hours	30 minutes lunch break (between 01:30 PM - 2.00 PM)	1 st & 3 rd Saturday's and all Sundays in a month

- ❖ Keeping in view the exigency of the work, employees may be asked to come on holidays, at the discretion of University Authorities and compensatory leaves are given in lieu of that.
- ❖ There is a staggered lunch break of 1.30 pm to 2.00 pm and 2.00 pm to 2.30 pm to ensure continued smooth functioning of all departments even during lunch time.

B) ATTENDANCE

- ❖ **Marking attendance:** All the employees are required to mark their attendance on arrival and while leaving the University, through bio-matrix system / manual on attendance registers.
- ❖ **Official duty (OD):** Employees on official duty (outside University), must inform their Immediate Reporting manager/HOD in writing, get the same approved from their duty leave sanctioning authority and submit a copy to HR.

To maintain discipline in the University we also have defined guidelines for tardiness, which are as follows:

1. **Punctuality:** All employees must be punctual at work.
2. **Late Coming:** Employees must report on duty as per the working hours mentioned above with the following exceptions: -
 - a. **Late Coming:** A grace period of **10 minutes** in reporting time may be considered up to a maximum of 2 times in a month.
 - b. **Late coming beyond grace period:** Post the above, if an employee is coming late to work, their half day leave will be deducted (if balance leaves are available otherwise half day salary will be deducted).

Any employee who is consistently late is to be informed to Reporting Head/HOD and Coordinator by HR-In-Charge.

C) SECURITY NORMS/EMERGENCY CONTACT DETAILS

- **ID Cards:** Employees must wear their ID cards at all times when they are in University premises. Employee must fully cooperate and show their ID cards to security staff for any kind of inspection.

- **Emergency numbers:** A list of important Telephone Nos. such as Hospitals, Fire Station, and Police Station is available with HR department. List of emergency contact details of Employees will be available with the HR department.

D) VISITOR/GUEST MANAGEMENT

This policy is applicable to each and every individual visiting University premises except the employees & the University Authorities. However, this policy is applicable on all ex-employee of the University.

General Guidelines: -

- ❖ **Prior appointment:** All employees need to ensure that any visitor coming to meet them takes prior appointment as far as possible.
- ❖ **Visitor Pass:** The Security deputed at the main gate will issue a visitor pass to the concerned and will pen-down the entry and purpose for visiting the University. The Visitor's Vehicle Registration Number will be entered in the Register for record purpose.
- ❖ **Vigilant:** Upon observing an unescorted non-employee visitor or a visitor acting inappropriately in University premises, employees must immediately notify at security room/reception.
- ❖ DAV University, Jalandhar reserves the rights of admission for any visitor.

E) HEALTH, HYGIENE & SAFETY

- The University provides a clean, safe and healthy place to work.
- Employees are expected to follow their part in helping to maintain Safety and Health standards, work safely, wear safety equipment when required, observe safety rules and keep their work place whether in University or client premises neat and clean.
- University being a tobacco free campus does not allow any sort of smoking and consumption of tobacco products, alcohol and any other intoxicant as the same is strictly prohibited in the entire campus.

F) SEXUAL HARASSMENT POLICY (email id: shebox@davuniversity.org)

Sexual harassment is deemed to be misconduct and includes such unwelcome sexually determined behavior with any employee (male or female) (whether directly or by implication) as:

- Physical contact and advances; or
- A demand or request for sexual favors; or
- Sexually colored remarks; or
- Any unwelcome physical, verbal or non – verbal conduct of sexual nature; or
- Unwelcome remarks or jokes; or
- The display of pornographic, racist, or other offensive or derogatory pictures; or
- Leering or other similar gestures; or
- Persistent unwelcome social invitations; or
- Unnecessary or unwelcome physical contact, and; or
- Physical assault.

Guidelines:-

DAV University does not tolerate or condone sexual harassment or other unlawful behavior in the workplace, and or in connection with employment in the Organization whether committed by a co-worker, leader, client, contractor (including those working for an agency), supplier, or anyone else.

Actions, behavior, words, jokes or comments that are derogatory and based on any person's gender, race, ethnicity, sexual orientation, age, religion, or disability will not be tolerated by DAV University, Jalandhar.

Furthermore, the policy establishes that any actions which create an impression that objections / complaints about sexual harassment would result in or create disadvantages in connection with employment or work including recruitment or promotion: and or that adverse consequences might result if the victim does not consent to the conduct in question and or objects thereto, and or any actions which creates a hostile work environment would also be viewed as sexual harassment by DAV University in respect of which appropriate action will be taken.

In light of the gravity of any allegation of sexual harassment, any employee who deliberately provides / fabricates false information in connection with a complaint of sexual harassment or investigation in respect thereof will likewise be subject to disciplinary action which could extend up to and include termination of employment.

Anonymous complaints will not be entertained. However, the University will ensure that confidentiality is maintained in respect of both the complainant and the accused to the maximum extent possible.

The Internal Complaint Committee is the inquiry committee formed and deemed to be the Inquiring Authority to inquire into all complaints of sexual harassment without fear or threat of reprisals in any form or manner.

Committee Members:

The Team shall consist of **7** employees nominated by DAV University:

In case of Any Case Reported

The ICC members shall, after considering the findings and after taking into considerations the gravity of the misconduct, previous records (if any) of the employee concerned and other extenuating / aggravating circumstances that may exist, shall prepare the Inquiry report of the case. The facts in the case will be taken in the form of written statement the Complainant/s. The statement of the accused will also be recorded (i.e. in written and in the presence of the ICC members). The Committee members shall present / submit the inquiry report to the Competent Authority and necessary action will be taken thereon within the stipulated time respect of sexual harassment without fear or threat of reprisals in any form or manner.

Employee Initiative

Any employee who feels / believes that he or she has been subjected to or witnessed sexual harassment in the University, has an obligation and duty to report the same to the Internal Complaint Committee in writing by sending mail to **shebox@davuniversity.org**

It is important to emphasize that regardless of the avenue used to report complaints, employees will not be retaliated against in any way for making a good faith complaint of harassment. However, in the event that an employee deliberately makes or concocts a false complaint / allegation of sexual harassment, such complaint will itself be deemed to be misconduct and will be dealt with seriously.

It is reiterated that confidentiality will be maintained at all times by the Committee and or any other person to whom the Complaints are made. Any Leader / Officer to whom a complaint of sexual harassment is made, is liable to submit the same to the Complaints Committee for necessary action respect of sexual harassment without fear or threat of reprisals in any form or manner.

Process / Procedure in case of a complaint of Sexual Harassment

An employee who is aggrieved by any conduct / behavior or is witness to or privy to information that amounts to sexual harassment is required to submit a written complaint to the complaints Committee by sending mail to **shebox@davuniversity.org** and **registrar@davuniversity.org**. The said complaint should contain all available information that the complainant has or is aware of. All complaints shall be treated with full confidentiality. Anonymous complaints will not be entertained by the Company.

In any event, it is advisable that a complaint be made within three days from the cause of the complaint.

The Internal Complaints Committee shall investigate the complaints so received, and shall thereafter submit the report to Authorities immediately for further course of action.

In the event that complaint is received against a member of the Internal Complaints Committee, the said member shall not in any event participate in any proceedings connected to the said complaint.

The Complaints committee could, at its discretion depending on the gravity of the allegations, either conduct a detailed inquiry or take other suitable action based on the evidence available.

University is an equal opportunity employer and we would like all of you to become aware of what constitutes sexual harassment. The University is committed to provide a safe and secure environment to all its employees. The University firmly believes that sexual harassment incidents destroy human dignity and freedom, and therefore the University would treat complaints regarding such incidents seriously and would do its best to deter, prevent and when required, punish perpetrators.

All the sexual harassment cases should be promptly reported to the Internal Complaint Committee (Sexual Harassment Committee). The complaints will be immediately addressed as per the UGC and University guidelines.

G) UNIVERSITY PROTECTION POLICY (email id: registrar@davuniversity.org)

DAV University requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the University, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

(i) Reporting Responsibility

It is the responsibility of each employee to comply with the policy and to report violations or suspected violations of the policy in accordance with this Policy.

(ii) No Retaliation

The policy is intended to encourage and enable employees to raise serious concerns within the University.

- Any employee who, in good faith, reports a violation of the policy is protected from harassment, retaliation and adverse employment consequence.
- An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary, financial and legal action upto and including termination of employment.

Employees are protected from retaliatory actions because they have reported to University Authorities: -

- i. Any violation of the policy
- ii. Any gross waste of University funds/resources.
- iii. Something that risks a fellow employees' health or safety

(iii) Reporting Violations

Employees are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's HOD is in the best position to address an area of concern.

If you are not comfortable speaking with your HOD or you are not satisfied with your HOD's response, you are encouraged to speak with someone in the Human Resources Department or Office of the Registrar. HODs are required to report suspected violations to, who has the responsibility to oversee the investigation all reported violations.

(iv) Acting in Good Faith

Anyone filing a complaint of wrongful conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and necessary disciplinary, financial and legal action will be taken against them.

(v) Confidentiality

Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

H) HOLIDAYS

- ❖ The University observes holidays every year as per the Academic Session (starting from month of **July** of every year and ending to the month of **June** of every year) of the University - The dates for these holidays for the academic session will be declared by the beginning of every session.
- ❖ Above are subject to change as per University policy.

I) LEAVE RULES

This policy is drawn to ensure work life balance amongst employee to take care of their personal emergencies that may arise in normal course and provide them with an opportunity to rejuvenate by way of planned leave. Before proceeding on leave, the leave application is to be sanctioned by the immediate superior/ HOD and submitted to HR Department. Teaching, Admin and Technical staff must then properly hand over the work to their colleague.

1. ELIGIBILITY

These leave rules shall be applicable to all employees of the University.

2. TYPES OF LEAVE

Types of Leave	Entitlement (Male)	Entitlement (Female)
Casual Leave (CL) (For Regular Teaching & Non-Teaching employees)	10 days	20 days (10 in case of Contractual Female Staff Members)
Medial Leave (ML) (For Regular Teaching & Non-Teaching employees)	05 days	05 days
Earned Leave (EL) (For Regular Non-Teaching employees)	15 days	15 days
Vacation (V) (comprises of SV & WV), (For Teaching Staff)	As per University Academic Calendar	
Duty Leave (Conferences, Seminars, DCI Inspections, University evaluation, Faculty Development Programmes, University bodies meetings, Ad-hoc committee meetings) ** (AL)	As per University Policy	
Maternity Leave (ML) (Regular Employees)	-	90 Days (With Pay)

Leave/s will be subject to prior approval of University Authorities a two days before.
Contractual employees are not entitled for EL and ML

3. Leave Rules:

i. Leave can not be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved to the authority empowered to grant it.

ii. The nature of leave due and applied for by any employee cannot be altered by the sanctioning authority. So, while it is open to the sanctioning authority to refuse or revoke leave due and applied, it is not open to him to alter the nature of such leave.

iii. No employee can leave his head quarter during Sundays or holidays or any kind of leave without written permission of the sanctioning authority.

iv. Sundays and other holidays may be prefixed or suffixed or both to any kind of leave subject to the condition that the leave enjoyed by the employee does not exceed than the leave due.

v. Casual leave cannot be combined with other kinds of leave.

vi. Casual Leave: Ten casual leave per year for employees having service of less than 20 years. Employees having 20 years of service are entitled to 15 casual leaves.

vii. In the month of December, not more than three days of casual leave will be permissible.

viii. Total absence from the University including holidays or Sundays should not exceed 16 days at a stretch.

ix. **Earned Leave:** All the regular non-teaching employees including those posted in the Academic Departments of the University shall be entitled to earned leave of 15 days per annum. These shall be effective after completion of one year regular service from the date of probation period, subject to the maximum accumulation of Ninety days Earned Leave in their entire service period, which can be encashed at the time of their superannuation / retirement. This policy / rule shall be effective with the start of Academic Session 2017-18.

x. **Medical Leave:** The teaching and non-teaching staff on regular basis are entitled to total 5 days' medical leave per annum. Medical leave for more than three days cannot be granted by the sanctioning authority without medical certificate from authorized medical practitioner and the employee will join the duties only after producing the fitness certificate. Medical leave can be accumulated up to 60 days for the purpose for which the medical leave is meant.

xi. **Vacations:** The teaching faculty will get vacations as per the University annual calendar which ensures minimum of 180 teaching days as envisaged by UGC.

xii. **Study Leave:** An employee may be allowed three years' study leave without pay after 3 years of regular service following confirmation. The leave is extendable by two years in special case if the person has an evidence of financial fellowship or aid (not personal sources). The total study leave in any case shall not exceed 5 years.

4. Academic/Duty/Special Leaves:

- Academic Leave may be granted up to a limit of 10 working days in an academic year with the prior permission of the Competent Authority.
- It will be regulated as per the need and exigency.

Academic Leave: Nature and grant thereof;

Academic leave shall be available and considered for the following activities:

1. To participate in Conferences / Seminars / Symposia / Faculty Development Programme / Staff training or any other academic activity.
2. To deliver invitation lectures in the area of ones specialization in academic/research institutions / Universities.
3. To Chair session in any relevant academic activity like Conference etc.
4. To participate in delegation or working on a Committee appointed by Central /State Government / UGC and any other academic body.
5. To conduct examination / Viva-Voce on invitation from an academic institution.
6. To perform duties assigned by UGC/CBSE/NAAC/AICTE /DST /DBT/CSIR/DAE or any other Academic/Statutory body.

Further, academic leave shall be regulated as per the conditions below:

- i. Academic leave over and above the quota fixed will be treated as casual leave, as due, or would be leave without pay.

- ii. For those staff members who have the privilege of 20 casual leaves in an academic year, academic leave shall be a part of their quota of CLs. No separate academic leave shall be admissible to them.
- iii. Period spent on to and fro journey for attending Conferences / Workshop / Symposium place/ city and DAV University shall be counted towards Academic leave.
- iv. The days spent on academic leave during non-teaching days shall also be counted as a part of the academic leave entitlement.
- v. During vacation, the participation for any academic purpose shall not be treated as Academic Leave.
- vi. Academic leave shall be granted up to a maximum of 2 times in one semester, be it for a participation in local event, outstation or ex-India.

Duty leave: Nature and grant thereof:

Duty leave, generally, would be for the activity assigned by the University. All other activities / participation shall be counted as academic leave.

1. Duty leave would be over and above the quota of Academic leave as fixed.
2. Duty leave shall become due only for those activities which are undertaken/performed when deputed by the Competent Authority of the University/DAVCMC/State or Central Statutory body.
3. Duty leave shall be granted to cast vote in election of his/her constituency as notified by the State / Central Statutory authorities. However, it shall be admissible only for the day of polling.

Special leave: Nature and grant thereof:

1. For attending Orientation / Refresher programmes as mandated by UGC over and above the leaves of other kind.
2. Recognising that UGC, DST, DBT, CSIR, DAE and many other academic/research bodies have budgetary provisions to fund extra mural research proposals submitted by the faculty of Universities/institutions, this Committee proposes that in case such a funded proposal has components of:
 - Visits related to data/sample collection
 - Bilateral exchange visits

Then the faculty would be eligible for special leave as under:

- UGC sanctioned minor projects – one week
- UGC sanctioned major projects – Two weeks

Such visits would ordinarily be undertaken during vacation period, unless there are compelling reasons for visits during non-vacation period. Visits beyond this period would be regulated out of the other admissible leaves, such as academic leave, leave without pay, etc.

Reports of such visits shall have to be submitted to the Competent Authority.

New Joinees: All new teaching / non-teaching staff joining during the year will be entitled for CL/ML/EL on pro-rata basis. EL & ML can be availed only by Regular / on-Probation employees after completion of one year of service.

Existing employees: Apart from the previous leave balance, current year leave will be calculated on pro-rata basis and will be added to the existing leave balance.

5. GENERAL RULES REGARDING LEAVES

- ❖ **Prior Sanction:** The employees should get a prior sanction of leave from their immediate supervisor to ensure smooth functioning in their absence in any communication medium. The leave format is available on the University DAVIS Portal
- ❖ **Power to grant/ reject:** It is to be noted that the sanctioning authority / University Authorities reserves the right to grant/reject a leave request, depending upon the operating conditions/ departmental functionality. Hence any unapproved leave will be considered as Leave without Pay (LWP).
- ❖ **Unplanned leave:** In the event of any unforeseen circumstances where the prior sanction of leave is not possible, the same should be communicated to the immediate Head and inform HR by any possible mode of communication (sms/phone/email etc). The employee should submit a formal leave application / intimation immediately after resuming the duty.
- ❖ **Other:** DAV University, being a professional education centre focuses on providing quality education together with a disciplined way of life; proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the University. Frequent unplanned absence will therefore, have its reflections on the ACR of the individual.
- ❖ **New joinees:** CL (ML, EL in case of Regular employees) shall be calculated on pro-rata basis for employee joining in between of the academic session where as EL shall be calculated on pro-rata basis but the entitlement will be applicable only after confirmation.

6. PROCEDURE FOR APPLYING FOR LEAVE

Below is the procedure for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process: -

- **Written application:** Application to be made in hard copy (as per format available on DAVIS Portal) and given to immediate superior/ reporting Head/HOD.
- **HOD's recommendation:** HOD to recommend the leave application with reasons and send to approval of Registrar / Concerned Dean.
- **Approval:** On receipt of leave application, Registrar / Concerned Dean will approve/ reject the leave and share a copy of the same with HR department for their records.
- **Exception:** Medical leave, if in an emergency, can be taken with information but needs to be backed by a medical certificate if the employee avails three or more than three ML's.

7. AUTHORITY, EMPOWERED TO GRANT LEAVE

- **For all employees:** The power to grant leave to all employees except that of Registrar / Concerned Dean shall vest in the Registrar / Concerned Dean or any Higher Authority of the University who has been delegated such power. All applications for leave should be routed through Head of the Department and addressed to authority empowered to grant leave.
- **Registrar / Deans:** In case of Registrar / Deans, the power to grant leave shall with the Vice Chancellor of the University.

8. POWER TO REFUSE / REVOKE/RECALL LEAVE

- ✚ It is emphasized that leave cannot be availed as a matter of right. Hence, before proceeding on any planned leave, the leave application is to be sanctioned by the

concerned authority and it must be ensured that any important pending work/assignment is shared with their colleague/Reporting Head in advance.

- ✚ In case of any work exigencies, if required, the leave can be refused, revoked or recalled (even after the approval) at the discretion of the Approving Authority.

9. COMMENCEMENT & TERMINATION OF LEAVE

- **Eligibility:** The first day of an employee's leave is the working day succeeding that upon which they make over charge or is last on duty; and the last day of an employee's leave is the working day preceding that on, which they have to report on duty.
- **Reporting to duty:** On the expiry of their leave, an employee shall report to their return to duty at the start of the working day successfully the day on which their leave expires.
- **Prefix/ Suffix:** Except CL, for all other kinds of leave, holidays but for prefix or suffix will be counted as leave.

10. LEAVE WITHOUT PAY (LWP)

- ❖ **Leave beyond entitlement:** In case staff members whose CL/ML/EL has been exhausted or taken in excess of the entitlement or whose has extended leave without informing or sanction from the authorities of the University, those excess leave taken will be treated as **LEAVE WITHOUT PAY (LWP)**.
- ❖ **Violation:** If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

11. COMBINATION OF LEAVE

- **CL cannot** be combined with or taken in continuation of EL and ML (Except LWP)
- **All other leaves** can be combined subject to prior approval from granting authority. The granting authority will ensure that the smooth functioning of their department/office is not affected during the long leave of the employee.

12. ABSENT WITHOUT LEAVE (A) – WITHOUT SANCTION OR AFTER EXPIRY OF LEAVE

- **Sanction:** An employee who applies for leave must ensure that the leave applied is sanctioned before proceeding on leave, failing which the period of absence will be treated as "**Absent without Leave**" and salary will be deducted for this duration.
- **Expiry of leave:** Similarly, an employee who remains absent after the expiry of their leave will be treated as "**Absent without Leave**". Such kind of absence shall involve disciplinary action as deemed fit and/or salary will be deducted for this duration.

13. EARLY RETURN FROM LEAVE

- An employee on leave can return to duty before the expiry of the period of leave granted to them subject to submission of request application in writing duly sanctioned by the authority, which granted them leave.

14. OBLIGATION TO FURNISH UPDATED ADDRESS/ CONTACT DETAILS WHILE APPLYING/ PROCEEDING ON LEAVE

While applying and before proceeding on any leave, employee must furnish the updated address/contact details in the leave application form and shall keep the said authority informed of any change in the address previously furnished.

Note: While on leave, employee **shall not take up any service or accept any other employment** including the setting up of a private professional practice as consultant or as an expert without obtaining the sanction approval, in writing, from the University Authorities.

15. LEAVE ENTITLEMENT ON EMPLOYEE SUSPENSION

Leave will not be granted to an employee when they are under suspension and against whom enquiry/proceedings are pending.

16. MAINTENANCE OF LEAVE RECORDS

All leave details of an employee shall be updated and maintained by HR/Admin Department on regular basis. The Leave details consist of various kinds of leave granted and availed of by an employee service.

17. PAY DURING LEAVE

- **All leaves:** Employee who is only on approved leave (CL/EL/ML) is eligible for full pay during their leave period (if the balance leaves are available).
- **Medical Leave:** In case 3 or more ML's are availed continuously, a proper medical certificate by certified medical practitioner (MBBS Doctor) should be furnished.

J. BUSINESS CARDS

Business cards may be provided to an employee (Department Such as Marketing, Purchase, Finance HR, Admin) whose job requires regular interaction with representatives of external agencies, contractors/vendors, state, local, or central governments agencies, private industry etc.

The HoD determine which employees require business cards for their official duties. On receiving the required approval of Competent Authority the following guidelines must be followed by Admin Department while printing the stationery: -

- The individual's name and University's address must be included on the business card; title, department, land line telephone with extension, mobile no., email id, University's web address etc.

K. Travel (TA/DA) POLICY

Purpose: To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the University.

(1) Categorization of Employees: For the purpose of grant of Travelling Allowance (TA)/Dearness Allowance (DA) categorization of Employees on the basis of Designation & or Grade Pay shall be as follows:-

Category	Grade Pay (if applicable)	Designation (To be considered for Consolidated Salary/ contractual employees cases only)
I	Rs. 10,000/- and above	Vice- Chancellor, Executive Director, Registrar, Deans, & Professors.
II	Rs. 7,600/- to Rs. 9,999/-	Associate Professors, Directors, Librarian, OSD, FO, DFO, Estate Officer, DY. Directors, DY. Registrar.
III	Rs. 5,000/- to Rs. 7,599/-	Asst. Professors, Asst. Librarian, Asst. Registrar, Accounts Officer, TPO, Superintendent, Warden, Manager UMS
IV	Rs. 3,200/- to Rs. 4,999/-	Workshop Instructor, Lab. Technician, JE, Network Administrator, Asst. Programme Developer, Staff Nurse, Data Entry Operator, Clark, Steno, Hostel Manager, Asst. Warden, Store In charge, Assistant.
V	Below Rs. 3,200/-	Electrician, Plumber, Helper, Attendant, Meson, Mali, Driver, Operator , Care Taker, Carpenter, Peon etc.

(2) Classification of Cities: The Classification of Cities within or outside of state for grant of TA/DA shall be as under:

(a)	Cities with population of 50 Lakhs and above	A 1	Metro Cities (Delhi, Mumbai, Chennai & Kolkata)
(b)	Cities with population of 20 lakhs but less than 50 Lakhs	A 2	All state capitals & Ahmedabad, Pune, Kanpur.
(c)	Cities with population of 10 lakh but less than 20 Lakhs	B 1	
(d)	Cities with population of 5 lakhs but less than 10 Lakhs	B 2	

(3) Daily Allowance (DA)/ Hotel Rates (Hotel rates for Punjab only):The rates of daily allowance applicable to all categories (with in India) and Hotel accommodation rates are applicable with in Punjab, Accommodation/ Hotel Rates Out Side Punjab are annexed at Serial no 6 on page no 3

Calcification of City	A 1		A 2		B 1		B 2 & Other Places	
	Hotel Rate	DA (Rs.)	Hotel Rate	DA (Rs.)	Hotel Rate	DA (Rs.)	Hotel Rate	DA (Rs.)
I	1000	700	900	600	800	500	700	450
II	800	600	700	450	650	400	550	350
III	650	400	550	350	500	325	400	300
IV	500	350	400	300	350	275	300	250
V	400	300	350	250	300	225	250	200

(4) Travel Entitlement by Rail/Air: The Entitlement to travel by Rail/Air (with in India) shall be as under:-

Category	Entitlement by Rail	Entitlement by Air
I	1 st class AC/ Executive Class	Economy Class
II	AC Chair Car/ AC Two Tire Sleeper Class	Not Applicable
III	AC Chair Car/ AC Three Tire Sleeper Class	Not Applicable
IV & V	Second Class Sleeper	Not Applicable

(5) Journey by Road: The category range for travel by road through Public bus/Auto/Two wheeler/AC Taxi/Taxi/Own Car is indicated as below:

Category	Entitlement (for use of Public Transport/ Hired Transport)	Entitlement of Mileage Allowance (for use of own Vehicle i.e Four/Two wheeler)
I	Actual fair by any type of public bus including Air-Conditioned bus OR At rates prescribed by Transport department for A.C Taxi OR	Own Car @ Rs. 8 per/km Own Scooter/Motor Cycle @ Rs 3.50 per/km

	Actual fair for journey by Auto Rickshaw.	
II	Actual fair by any type of public bus including Air-Conditioned bus OR At rates prescribed by Transport department for Non A.C Taxi /A.C Taxi (with prior permission) OR Actual fair for journey by Auto Rickshaw.	Own Car @ Rs. 8 per/km (With prior/post approval) Own Scooter/Motor Cycle @ Rs 3.50 per/km
III	Actual fair by any type of public bus/ Air-Conditioned bus (if one side distance is more than 200 km OR At rates prescribed by Transport department for Non A.C Taxi (with prior permission & one side distance is more than 200 km) OR Actual fair for journey by Auto Rickshaw.	Own Car @ Rs. 8 per/km (With prior approval as a special case if One side distance is more than 200 Km) OR Shared by two or more employees of any category with post facto approval. Own Scooter/Motor Cycle @ Rs 3.50 per/km
IV & V	Actual fair by ordinary public bus. OR At rates prescribed by Transport department for journey by Auto Rickshaw.	Own Car Not Allowed Own Scooter/Motor Cycle @ Rs 3.50 per/km Own Bicycle @ Rs 2.0 p per/km

(6) Accommodation/ Hotel Rates (Out Side Punjab): The maximum rates for Hotel Accommodation for Tour outside Punjab (with in India) on the production of bill/ receipt shall be as under:

Category	Accommodation *			
I	Reimbursement of actual expenditure incurred towards normal single room rent in a Hotel category not above 5 Star.			
	Classification of Cities (Any Hotel room up to Rupees per day)			
	A 1	A 2	B 1	B 2 & Other Places
II	1500	1200	1000	800
III	1000	800	700	600
IV	800	600	500	400
V	600	400	400	300

* Half rates applicable for non-production of valid bill/Receipt or making own arrangements/ Visiting home town.

Guidelines / General Conditions:

1. TA/DA bill shall be submitted within 15 days from the end of tour/visit date along with original bill /Receipts/tickets & required supporting documents/report (if applicable) , on TA/DA form of DAV University, Jalandhar only.
2. Photo copy of Toll Tax receipts (if travelled by Taxi/own car) along with copy of pre/post facto approval (as applicable) and copy of duty leave must be attached with claim form.
3. No hotel accommodation claim/ re imbusement will be provided in case of Academic Leave.
4. Employee is required to travel and or avail Hotel accommodation as per entitlement, In case travel in lower class and or avail Hotel accommodation below entitlement than actual will be reimburse.
5. In case travel and or avail Hotel accommodation above entitlement, only entitled amount shall be reimbursed.
6. No Commission/ Brokerage and / or miscellaneous expenditure occurred on booking of tickets & or Hotels shall be reimbursed.
7. No allowance should be permissible with in the radius of 10 km from the place of duty, only mileage at fixed rates to be paid except to employees who are in receipt of travelling and or Convenience Allowance.
8. Journey beyond 10 km and within 30 km from place of duty should be treated as local journey, DA should be admissible for a calendar day at half the normal rate if the period of absent is more than 4 hrs but less than 6 hrs, and the employee return to headquarter on the same day.
9. A full DA should be admissible for journey beyond 30 km from headquarters and or place of posting if the period of absent is 6 hrs or more.
10. The above rules and TA/DA should not be considered for any International travel and or for Ex India leave etc.
11. DA is for one calendar day i.e 24 hrs, at least 4 hour duty is required to be completed for eligibility of next half day DA.
12. All rights reserved by DAV University, Jalandhar.

L. IT AND SOCIAL MEDIA POLICY

Social Media Policy

The Social Media policy applies to all kinds of electronic communications, including but is not limited to multi-media, social networking websites, blogs and wikis for both professional and personal use. Consistent with other University policies, internet postings may not disclose any information that is confidential or proprietary to DAV University or to any third party that has disclosed information to the University. Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.

Employees may not claim nor imply that they are speaking on behalf of the University on personal social media accounts. Social media accounts on behalf of the University require approval of the University Authorities prior to initiation. DAV University, Jalandhar reserves the right to request certain subjects to be avoided, certain posts to be withdrawn and inappropriate comments to be removed on DAV University, Jalandhar social media accounts.

Examples of prohibited activity include, but are not limited to:

- ❖ Inappropriate posts that may include discriminatory remarks, harassment, or threats of violence
- ❖ Posts that could contribute to a hostile work environment on the basis of race, sex, national origin, religion, sexual preference, gender identity or any other status protected by law or by DAV University, Jalandhar.
- ❖ Posts that could be viewed as malicious, obscene, threatening, or intimidating.
- ❖ Offensive posts meant to intentionally harm someone's reputation.

IT Policy

The University expects its employees to use University equipments and resources with utmost care and responsibility without compromising on productivity. All employees are expected to use their rationality to ensure that the University equipment and resources are being utilized judiciously. Employees are responsible to ensure that University facilities such as telephone, fax, internet, mail, laptops, data card etc., are not used for personal purposes. This Policy is to ensure that due care is exercised in protecting computing systems and related policy. This policy also governs the use of University information and information systems and seeks to achieve an appropriate balance between information sharing and information protection.

1. DETAILED GUIDELINES FOR COMPUTER, INTERNET/INTRANET BROWSER(S) USAGE

- ❖ The system/internet/intranet are University resources and given to employees as business tools to use them for research, professional development and work-related communications.
- ❖ Supervisors/Reporting Heads should work with employees to determine the appropriateness of using the system/internet/intranet for professional work.
 - ✓ Employees are individually liable for any and all damages incurred as a result of violating University's security policy, copyright, and licensing agreements
 - ✓ Violation of these policies and/or state and federal laws can lead to disciplinary action, up to and including dismissal and possible criminal prosecution.
- ❖ Use of University computers, networks, and internet access is a privilege granted by University Authorities and may be revoked at any time for inappropriate conduct including, but not limited to:

- ✓ Sending chain letters;
- ✓ Engaging in private or personal business activities;
- ✓ Misrepresenting oneself or the University;
- ✓ Engaging in unlawful or malicious activities;
- ✓ Using abusive, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- ✓ Sending, receiving, or accessing pornographic materials;
- ✓ Becoming involved in partisan politics;
- ✓ Causing congestion, disruption, disablement, alteration or impairment of University networks or systems;
- ✓ Infringing in any way on the copyrights or trademark rights of others;
- ✓ Using recreational games;
- ✓ Defeating or attempting to defeat security restrictions on University systems and applications; and/or
- ✓ Downloading of movies, songs and other media for personal purposes.
- ❖ Using University automation systems to create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited.
- ❖ No employee may use the University's Internet/Intranet facilities to deliberately propagate any virus, trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the University's networks or systems or those of any other individual or entity.

2. CREATION OF OFFICIAL EMAIL ID

The Teaching, Admin and Technical staff's email creation process begins when new hires are joined into DAV University, Jalandhar.

Request: On the first day, after completion of new hire joining process, an email will be sent to the DAVIS Departmental for creating an email id for new hire.

Creation of ID: On receiving the request, the email account is created and an automated email is sent to the new appointee containing his new email address, password scheme and any other pertinent information. The email id created will be name and Emp ID wise of the employee.

3. OWNERSHIP AND ACCESS OF ELECTRONIC MAIL & DOCUMENTS

- The University owns the rights to all data and files in any computer, network, or other information system used in the University. This includes the right to monitor and right to inspect all computer and e-mail usage.
- Employees must be aware that the electronic mail messages sent and received using University equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by University officials at all times.
- No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the Employee or an appropriate University official.

4. ELECTRONIC MAIL/SIGNATURE TAMPERING

- ❖ Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on other's electronic mail message.
- ❖ Email Signature and color format shouldn't be change listed standard format

Thanks & Regards

Employee Name:

Designation:

Mob. No./s

Email ID:

Address of the University:

5. RULES FOR ELECTRONIC COMMUNICATIONS

- ✚ **Responsibility:** Each Employee is responsible for the content of all text, audio or images that they place on or send over the University's e-mail, Intranet or Internet systems.
- ✚ **Professionalism:** Employees must ensure that their messages are courteous and professional and that the tone and words they use would not cause embarrassment to themselves or the University if the message were made public.

6. DATA/EMAIL HANDLING

Although the University may provide employee with computer, network and phone access, all data stored is, and remains, the property of the University. This includes, but is not limited to, electronic devices, electronic mail, voicemail, instant messages and all files and documents composed, sent, received are remain University property. Hence, all messages/documents need to be required for future reference and needs to be stored properly.

7. DOWNLOADING SOFTWARE

As a policy, employee should never download/transmit any software/applications which could involve University into legal complications. In case if any employee needs new software/applications, a request duly approved by HOD, needs to be sent to the IT Department for support. IT department will evaluate the request and take necessary steps accordingly.

8. NEW SOFTWARE PURCHASE

- ❖ Any new software **request** will come from user/department (with approval of Departmental Head) to IT with specification (need etc.).
- ❖ On receiving the duly approved request, IT will **analyse** requirement (urgency & cost) and will find the best suitable solution after getting the approval of University Authorities.
- ❖ After **approval** from University Authorities, raise the Purchase Order to Vendor, delivery of Purchase Order and receiving with Material Receiving Note (MRN) Document.
- ❖ **Installation & training** on the software will be given to end user.

9. LOSS / DAMAGE OF UNIVERSITY ASSET

In the event of a loss / damage of a University Asset, the user, possessing the asset must report the incident to University IT team (along with their Reporting Head) within 24 hours. The concerned departments, after considering the facts of the matter in question, will assess as to whether the loss / damage is attributed to the negligence / carelessness of the user in question. The principle of natural justice shall be applied and an equal opportunity of being heard shall be given to the user. If the user is found to be guilty of negligence / carelessness, resulting in the loss / damage of the University assets, suitable disciplinary and financial action will be initiated against them.

It is the responsibility of the user to get the documentation done as may be required to file the insurance claim in respect of the lost / damaged University asset (like the Copy of FIR) within the stipulated time limit i.e. 48 hours.

10. IT RELATED PURCHASE POLICY

The aim of this document is to outline the policy and procedures related to the procurement of IT related material, at University.

Purchase Process

- ❖ Departmental Heads will put a request to IT Department after taking the approval from University Authorities for purchase of IT equipment and software and it shall be initiated as per purchase process policy available with IT.

11. DATA SECURITY

- ❖ Employees are supposed to take approval for all connections to the internet or other private network from IT Department. All computers used in the premises are tracked by IT department.
- ❖ Any electronic equipment must be disposed only after ensuring that it may not be accessible by third party.
- ❖ Systems must be made available for security update so that latest applications are being updated time to time.

12. DATABASE BACKUP

We expect all employees in DAV University, Jalandhar to create & maintain appropriate backup of their respective systems.

- ❖ **Backup-** The saving of files onto External mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.
- ❖ IT Department will ensure timely backup of the server such as daily, weekly at respective locations.
- ❖ **Archive-** The saving of old or unused files onto External mass storage media for the purpose of releasing on-line storage room
- ❖ **Restore** - The process of bringing stored data back from the external media and putting it on an online storage system.

13. SECURITY GUIDELINES

a. Internet Connection Usage: -

- ❖ This specifies how users are allowed to connect to the approved Network and get IT department's approval on all connections to the internet or other private network.
- ❖ Requires all connections such as connections by modems or wireless media to a private network or the internet to be approved by the IT department and what is typically required for approval such as the operation of a firewall to protect the connection.
- ❖ Also defines how the network will be protected to prevent users from going to malicious web sites.

b. Asset Control: -

- ❖ This process is meant for the tracking of asset movement from one location to another location. It will define who signs off on the movement of the property.
- ❖ In case the system is moved from one location to other, database needs to be updated immediately so that location of all equipments is known. This will help network administrators to protect the network since they will know which user and computer is at what station in the case of a virus infecting the network.
- ❖ This also ensures that the data on the computer being moved between secure facilities may be sensitive and must be encrypted during the move.

c. **Access Rights & Firewall: -**

- **Access rights** to the organizational network cannot be transferred to another person even if that person is using an allowed computing device, unless it is approved by the concerned authority.
- **Firewall:** Ensure authorized Antivirus/Firewall program with the latest possible updates from time to time. The program shall be configured for real time protection, to retrieve updates daily, and to perform an anti-virus or malware scan at least once per week.
- Additional malware protection software shall be active on the computer in accordance with the anti-virus and malware policy.

d. **System Update: -**

The systems and applications are checked for security updates by IT department at respective locations and it is the responsibility of IT team to regularly update each system in their respective location. All employees must co-operate/coordinate with IT Team for ensuring timely update of their system.

e. **User Rights: -**

Some of the employees based on the job requirements subject to approval from concerned authority are allowed accessing and controlling of sensitive and internet access to specific sites/programs.

f. **Application Installation/Implementation: -**

IT Department is responsible for installation/implementation of any computer licensed applications on the network to protect both the data used in the application and the rest of the computer network.

g. **Guidelines for the Usage of Mobile Connection/ Landline: -**

- ❖ **Eligibility for Mobile Connection:** The University, under its corporate connection arrangement, provides Sim card to employees depending upon the role and responsibilities of the employee. Vice Chancellor / Registrar shall be entitled to nominate the employees who shall be provided with the corporate connection. Teaching, Admin and Technical staff members requiring frequent communication will be provided IP Connection / Number.
- ❖ **Eligibility for Landline:** Landline connection will be issued to concerned employee only if required depending upon the role and responsibilities of the employee.
- ❖ **Usage:** As per the approval given to an employee for the usage of mobile/landline, it is vital that the mobile connection/ land lines are used as much as possible for all official calls when people are in University.
- ❖ **Issuance of SIM:** Admin Department will issue the sim card to employee based on the duly filled & approved request in the prescribed format available with HR and Admin department.
- ❖ **Plan type:** Mobile phone connection plan is given, accessing the type job responsibilities / work of the employee.
- ❖ **Unofficial calls:** In case of any personal calls, the concerned employee should mark all their personal calls details and accordingly the deduction will be done towards personal calls in the next month salary
- ❖ **Decorum to be maintained:** The uses of non-essential features such as caller tunes etc. are not permitted especially to maintain the professional decorum of the University.
- ❖ All employees need to keep in mind the professional decorum of the University while choosing the mobile ring tone & keeping its volume to normal level.
- ❖ Sending of vulgar, malicious and or threatening calls, messages from the phone is strictly forbidden and can result in strict disciplinary action.

SECTION – 3

A. EMPLOYEE SERVICE AND CONDUCT RULES

(As per clause 5 (iv and xv) of the Act of DAV University, Jalandhar)

1. Short Title & Commencement

- a. These rules may be called the DAV University Employees (Terms and Conditions of Service) Rules, 2013.
- b. These rules shall come into force with immediate effect.

2. Definitions & Interpretations

In these rules, the following terms and expressions shall have the meaning hereby assigned to them:

- a. "Service" means the time spent:
 - i. On duty;
 - ii. On Sanctioned leave;
 - iii. On recognized vacation.
- b. "Appointing Authority" means the authority to make appointments to a post which an employee for the time being is holding.
- c. "Average monthly salary" means the salary which an employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.
- d. "Cadre" means the strength of a service or part of a service sanctioned as a separate unit.
- e. "Compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes Travelling Allowance, Dearness Allowance but does not include a sumptuary allowance nor a grant of free passage.
- f. "Day" means a calendar, beginning and ending at midnight. (Note: Absence from headquarters which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.)
- g. "Employee" means –
 - i. any person in the service of the University and includes any such person whose services are temporarily placed by the University at the disposal of another University, College or any other authority; and
 - ii. also any person in the service of a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.
 - iii. any person serving in any other DAV institution whose services are placed on deputation at the disposal of University.
- h. "Family" means a wife or husband, as the case may be, of the employee of the university residing with and dependent upon the employee and legitimate children and step children, dependent parents, widowed sister residing with and wholly dependent upon the employee.
- i. "Honorarium" means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- j. "Joining Time" means the time allowed to join a new post or travel to or from a station to another to join a post.
- k. "Leave Salary" means the monthly amount paid by the University to an employee who is on duly sanctioned leave with pay.

- l. "Month" means a calendar month. In calculation, a period expressed in 'terms of months and days, complete calendar month irrespective of the number of days on each, should first be calculated and the odd number of days calculated subsequently.
- m. "Permanent employee" means a person confirmed in permanent post.
- n. "Prescribed Authority": Prescribed Authority means the Chancellor, the Vice-Chancellor or the Registrar, as the case may be, or the authority prescribed by the Board of Management/Governing Body, for the purpose of these rules as whole, or for any individual rule.
- o. "Probation": A person on probation on a post is one who is appointed through direct selection to a post for determining his fitness for eventual substantive appointment to the post.
- p. "Salary" means the amount of the monthly pay and allowances granted by the University to an employee.
- q. "Service" means the whole period of continuous service, including periods spent on legitimate leave.
- r. "Society" means the Dayanand Anglo Vedic College Trust & Management Society, New Delhi.
- s. "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.
- t. "Travelling Allowance" means an entitled allowance granted to an employee to cover the expenses which he incurs for travelling in the interest of the University.
- u. "University" means the DAV University, Jalandhar.

3. Age Limit for Appointment to the Posts

Subject to amendment(s) made by the Governing Body from time to time, the age, educational qualifications and other qualification/experience for appointment and methods of recruitment shall be as prescribed by the Statutes/Rules, provided that no one shall be appointed to any post unless he attained the age of 18 years.

4. Methods & Procedure of Recruitment

- a. The recruitment to the posts may be made –
 - i. by direct recruitment;
 - ii. by borrowing services of employees from other institutions on deputation.
- b. Direct appointment will be made, after public advertisement, on the recommendations of the Selection Committee to be constituted by the Chancellor/Board of Management/Vice-Chancellor, as the case may be.

5. Procedure of appointment of Teaching Staff

- a. Subject to approval by the Governing Body, all appointments to **Teaching Posts**, in the case of direct recruitment, shall be made after advertisement by the University on the recommendations of the Selection Committee.
- b.
 - i. The Chancellor, or in his absence, the Vice-Chancellor shall be the Chairman of the Selection Committee. The quorum shall be four out of which at least one outside subject expert must be present.
 - ii. The Selection Committee shall consider and submit to the Board of Management recommendations as to the appointment referred to it. If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

6. Special Mode of Appointment

Notwithstanding anything contained in the Statutes, the Board of Management, may invite a person of high academic distinction and professional attainments to accept a post of Professor / Associate Professor 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 decision taken by the Board of Management shall be reported to the Governing Body at its next meeting.

a. A Selection Committee while recommending a candidate for appointment to a post in the University, may also prepare a waiting list or panel, in order of merit, so that if the person appointed does not join, the person next on the waiting list may be offered the post. The waiting list, shall, however, be operative for a period of one session from the date of meeting of the Board of Management in which it is approved.

Note: Notwithstanding anything contained in the above Statutes, the Chancellor or the Vice-Chancellor, as the case may be, may make a temporary appointment on a specific contract, wherever considered necessary. In a case where the appointing authority is the Board of Management/Governing Body, the decision shall be reported to the authority concerned at its next meeting.

7. Communication of sanctions

When the prescribed authority has approved the appointment, necessary orders incorporating terms and conditions of the appointment, shall be issued by the appropriate authority to the person concerned.

The appointment shall take effect from the date the incumbent actually joins after issue of appointment letter, provided that the seniority of persons placed in order of merit by the Selection Committee, shall not be affected irrespective of date of joining, unless otherwise specifically decided.

8. Fitness

Appointment of a person on a substantive post, shall be subject to his being medically fit by the Chief Medical Officer of the University or any other medical officer authorized by the Vice-Chancellor for the purpose.

9. Probation

- i. All appointments, shall, be on probation for a period of two years.
- ii. The UGC norms regarding eligibility and qualification shall be followed for selection and appointment of a regular teacher.
- iii. The University may appoint any eminent scholar.
- iv. All appointments against substantive posts shall be initially on probation which shall be for the period of 2 years. The Competent Authority may extend the probation period by another year after the completion of 2 years of probation.

a. Confirm the employee in service from due date;

OR

b. dispense with his service as per UGC/State Govt. rules/regulations.

10. Date of reckoning pay and allowances

An employee shall commence to draw the pay and allowances of the post from the date he assumes the duties of the post, if the charge is assumed in the fore-noon, otherwise from the following date and shall cease to draw the same when he ceases to discharge or is relieved from those duties.

The salaries and grades of Professors, Associate Professors, Assistant Professors and persons holding non-teaching posts in the DAV University shall be fixed by the Board of Management.

11. Retirement

Employees of the University shall retire on attaining the age of 60 years.

12. Discontinuation, termination and resignation from service

A permanent employee shall not leave or discontinue his service in the University without first giving a prior notice to the Registrar/Vice-Chancellor, as the case may be, of his intention to leave or discontinue service. The period of notice shall be as under:

- a. Three calendar months in case of permanent employees.
- b. One calendar month in case of employees on probation.

Provided further that in case of breach of above provision, an employee shall be liable to pay to the University, in lieu of notice, a sum equal to his pay and allowances for the period falling short of notice required to be given by him.

13. Service Book

- i. A record of service in respect of every University employee (except those who are appointed on temporary basis) shall be maintained in his service-book.
- ii. Every step in the official life of an employee, including promotions of all kinds, increments, leave etc., shall be recorded in his Service-book. Each entry shall be attested with date by the Head of the Branch or Registrar for administrative offices and the Dean of University instruction / Dean Academics for Teaching Departments.
- iii.
 - a. Special precaution should be taken at the time of filling up page-1 of the service-book, more specially in respect of date of birth, as it is to determine the final date of retirement of an employee. The officer authorized to maintain service-books shall himself perform this important function personally and attest the date of birth entry in token of his having verified it. It shall be based on Matriculation/ Higher Secondary or an equivalent certificate where the date of birth is indicated.

Date of birth, once recorded, shall not be altered unless employee concerned applies for correction of his age within three years from the date of entry into University Service. The Governing Body will, however, have the discretion to refuse or grant such application and no alteration shall be allowed unless it is proved to its satisfaction that the date of birth as originally given by the applicant was a bonafide mistake and that he has derived no unfair advantage therefrom. The University reserves the right to make a correction in the recorded age at any time against the interest of the university employee when it is satisfied that the age recorded has been incorrectly entered with the object that the employee may derive some unfair advantage therefrom.

- b. The Service Book of an employee will contain medical examination report on first appointment and will also record educational / professional qualifications at the time of appointment or from time-to-time improvement of qualification with permission of the Competent Authority. Correctness of the entries regarding educational/professional qualifications has to be verified from original certificates.
 - c. It will also contain nomination for Provident Fund and other terminal benefits, if any.
 - d. Updated record of all kind of leave except casual will be entered in the service book from time to time.
 - e. The period of suspension and other interruption in service with full details, warning or other punishments shall be noted in the Service-book.
- iv. It shall be the duty of every employee to see that his Service-book is properly maintained. He shall also be required to put his signatures in appropriate column as and when there is any change in the emoluments as a proof of his having verified the entries. Every employee shall have the right to inspect his Service- book during the first quarter of financial year and his signatures will be obtained in confirmation of his having inspected the Service-Book.

14. Personal Files

Besides the confidential reports on the work and conduct of an official, documents / communications, specified below, shall also be placed on the personal files:

- i. Authenticated/attested copies of certificates of age and educational qualifications.
- ii. Originals of
 - a. Verification of character and antecedents.
 - b. Medical certificate of fitness.
 - c. Nomination for PF/Gratuity.
 - d. Marital status declaration.
 - e. Detail of Family
 - f. Collateral evidence of previous service.
- iii. All official communications regarding promotions, upgradations etc.
- iv. All communications, conveying adverse remarks.
- v. Letters of appreciation for outstanding work/performance or an overall assessment of his work and conduct during the year.

15. Annual Confidential Reports

The Annual Confidential Reports on the work & conduct of employees shall be written by their respective heads, be reviewed by the Dean (Academics) in case of faculty and Registrar in case of non-teaching staff and be sent to the Competent Authority as prescribed in the Rules & Regulations of the University, for consideration.