

* **REGULATIONS FOR CONDITIONS OF SERVICE AND CONDUCT**

1. **Introduction:** These regulations may be called “**The Nirma University Regulations for Employees’ Conditions of Service and Conduct**”, and they shall come into force with the date of issue of Notification.
2. **Applicability:** Unless and otherwise specifically provided, these regulations shall apply to all the existing employees of the University and its Institutions and, to be recruited hereafter, but, not the employees of the Recognized Institutions.
3. **Definitions:** In these rules, unless the context otherwise requires:
 - (a) “University” means Nirma University.
 - (b) “Employee” means other employee appointed on Regular/ Contractual/ Adhoc basis
 - (c) “Faculty” means the teacher of the Institutes who are imparting training and guiding research at different levels and appointed on regular or adhoc basis.
 - (d) “Other employees” means a person serving in the University in any capacity other than “Faculty”.
 - (e) “Regular employee” means the Faculty or other Employee appointed in the prescribed scales of the post either on probation or on confirmed basis.
 - (f) “Adhoc employee” means appointed on adhoc basis for specific period either in the scale or with consolidated salary with specific conditions as shown in their appointment orders.
 - (g) “Employee on Contract” means the employee appointed with a specific term(s) and condition(s), and with specific time limit shown in his/ her appointment order.
- 4.1 There are various categories of employees in the university and in its institutes. Unless and otherwise specifically provided elsewhere, normally regular appointments as faculty will be by direct selection and by inviting applications through public advertisement or by invitation as prescribed in Regulation-1 to 5 of Procedure of Appointment of Faculty as published vide Notification No. NU-441 dated 24.1.2004 and to be amended from time to time, except appointment under career advancement scheme. The qualifications for faculties shall be as prescribed by the AICTE or UGC as the case may be, from time to time.
 - ^A Provided however that, so far as the post of faculties to be filled in under the **Institute of Management** is concerned, the qualifications required will be as under:
 - (i) For Lecturers: First Class Master’s degree in Business Management/ Administration/ other relevant management related disciplines with 2 years’ experience in teaching/ industry/ research/ profession

OR

* Published vide notification No. NU- 795 dated 25.11.2005, BoG mtg.-26.10.2005, reso.-6
^A Amended by addition vide noti. No. NU-45 dated 12.4.2006, BoG mtg.-31.3.2006, reso.-7

PhD in Business Management/ Administration/ other relevant management related disciplines with First Class at Master's level

- (ii) For Asst. Professors: same as prescribed by the AICTE
- (iii) For Associate Professors and Professors: same as prescribed by AICTE for the post of professor.

4.2 All regular appointments in the category of other employees will be filled in by the Director General (NU)/ Vice President normally, by inviting applications through advertisement or, by inviting panel of names in good number from the leading concerned institutions. The selection will be done on comparative merit, which shall be judged by the Selection Committee to be constituted by the Director General (NU)/ Vice President. The pay scales and qualifications for such posts also will be decided by the Director General (NU)/ Vice President.

4.3 The regular employees of the institute of the University will be eligible to the dearness allowance, house rent allowance, compensatory local allowance, medical allowance, LTC normally as sanctioned by the Central or State Government for its employees; as decided by the Finance Committee, from time to time.

B 4.3.1 Career Advancement Scheme for **Assistant Registrar and equivalent** working in the Institutes and University Office:

- a) Career Advancement Scheme provides for movement of:
 - (i) Assistant Registrar and equivalent to Senior scale
 - (ii) Senior scale to Selection grade
- b) For promotion under Career Advancement Scheme:
 - (i) The candidate must have completed following minimum length of service as Assistant Registrar and equivalent for Senior scale:
 - (1) If he/ she is Ph.D. – 4 years
 - (2) If he/ she has Master's degree – 5 years
 - (3) In other cases - 6 years
 - (ii) The candidate must have consistently satisfactory performance appraisal report
 - (iii) Assessment and selection will be made by a Selection Committee as required for normal selection
- c) For Selection grade:
 - (i) The candidate must have a Master's degree and 5 years' experience as

^B Amended by substitution vide noti. No. NU-2102 dated 20.12.2007, BG mtg.-30.10.07, reso.4

Assistant Registrar or equivalent in the Senior scale alongwith consistently satisfactory performance appraisal reports

- (ii) The procedure for selection will be same as for senior scale
- (iii) The scale of pay under Senior scale and Selection grade will be the same as made applicable to the lecturers

C 4.3.2 Career Advancement Scheme for **other Non-teaching staff:**

- (a) On completion of 3 years' of service in a particular post/ scale and on satisfactory performance, the immediate higher scale will be awarded;
- (b) After first higher scale is awarded, the second immediate higher scale will be awarded on completion of 5 years;
- (c) Thereafter, the higher scale will be awarded every 5 years.

The above benefits will be purely on screening and performance appraisal and will be applicable upto the level of Superintendent and equivalent.

4.4 The paramount consideration for the appointment or promotion of an employee shall be the necessity for securing the highest standards of efficiency, competence and integrity.

4.5 (a) The terms of appointment shall provide for termination by a notice on either side of normally three months for the employee working on confirmed basis, one month if working on probation and seven days for the employee working on adhoc basis. If anybody desires to be relieved prior to the completion of the notice period, will be required to pay to the Institute or the University an amount equal to his/her salary and allowances for the full notice period. However the Director General (NU)/ Vice President will have right to waive this requirement in exceptional cases.

Provided however, that it will be mandatory for the faculty to complete his/ her teaching assignment in the respective term or semester, and he/ she will be relieved only after completion of such assignment.

(b) Unless waived in part or in full by the appointing authority, there will be a probationary period of two years. At the end of the probationary period, it may be extended by the appointing authority for a period upto one year. The services of an employee on probation can be terminated without notice and without assigning any reason.

4.6 Terms & Conditions of Appointment: The appointment shall be made subject to the following terms:

^C Amended by substitution vide noti. No. NU-2102 dated 20.12.2007, BG mtg.-30.10.07, reso.4

An employee shall not, without the previous permission of the Director (NU)/ Vice President, be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non-remunerative commitment.

4.7 Besides appointments in regular scale, the appointments of the faculty and other employees may be made on fixed term on adhoc basis. These appointments will carry a lump sum salary or salary in the scale. Fixed term appointees are eligible for proportionate annual vacation / earned leave, casual leave. In case a fixed term appointment gets converted into a regular appointment, the continuity of service will be reckoned from the date of commencement of the term of appointment. These appointments will be done by the competent authority as per regulation related to Delegation of Powers.

4.8 Appointment may also be made by the Director General (NU)/ Vice President on contractual basis, and the terms and conditions of such contracts will be decided by the Director General (NU)/ Vice President.

4.9 Pay Scales: The minimum pay scales of the faculty will be as prescribed by the AICTE / UGC. However, the University may adopt more pay scales for the faculties.

- D** (a) The existing structure of the scales in **Institutes of Technology, Pharmacy, Science, and Law** will be as under:

Sr.	Category	Revised Pay-scale
1.	Director	22000-2000-42000
2.	Professor	19000-1200-31000
3.	Associate Professor	16400-1000-28400
4.	Asst. Professor	15000-800-23000
5.	Lecturer (Selection Grade)	15000-800-23000
6.	Lecturer (Senior Scale)	12000-600-18000
7.	Lecturer	10000-500-15000

- D** (b) **Pay scales for Faculty under Institute of Diploma Studies:**

1.	Principal	19000-1200-31000
2.	Head of Department	15000-800-23000
3.	Lecturer (Selection Grade)	15000-800-23000
4.	Lecturer (Senior Scale)	12000-600-18000
5.	Lecturer	10000-500-15000

- E** (c) **The Pay scales for Faculty of Management:**

1.	Director	28000-2000-48000
2.	Professor	20400-1500-35400
3.	Associate Professor	18400-1200-30400
4.	Asst. Professor	15000-800-23000
5.	Lecturer	12000-600-18000

^D Amended by substitution vide noti. No. NU-1872 dated 8.11.2007, BoG mtg.-30.10.07, reso. 4

^E Amended by substitution vide noti. No. NU-1870 dated 8.11.2007, BoG mtg.-30.10.07, reso. 4

Provided however that, the Director General (NU)/ Vice President may give additional increments in the existing scale in exceptional cases.

4.10 On completion of one year in the scale, the due increment will be released.

5.1 Incentives for higher qualifications will be given as per the norms prescribed by AICTE/ UGC, as the case may be, to be made applicable from time to time. The existing provisions are as under:

- (a) At the time of recruitment as Lecturer, four and two advance increments will be admissible to those of the Science/ Humanities faculty who hold Ph.D. and M. Phil. degrees respectively, and to those of the technical faculty, who hold Ph. D. and M. E./ M. Tech. degrees respectively.
- (b) One increment will be admissible to those Science/ Humanities teachers with M. Phil., and to those technical faculty with M. E./ M. Tech., who acquire Ph. D. within two years of recruitment.
- (c) A Lecturer with Ph. D. will be eligible for two advance increments when he moves into Selection Grade or Asst. Professor.
- (d) A teacher will be eligible for two advance increments as and when he acquires a Ph. D. degree in his service career.

5.2 Career Advancement for Faculties working in the Institutes *other than* Institute of Management and Institute of Diploma Studies:

For promotions under Career Advancement Scheme, the university will follow the guidelines as given below. All the promotions in career advancement will be 'in-suite' basis and therefore the work allocation (teaching load, etc) will remain the same after promotion.

(A) General

Minimum length of service for eligibility to move into the grade of Lecturer (senior scale) would be four years for those with Ph.D., five years for those with M.Phil., M. Tech and six years for others at the level of Lecturer and for eligibility to move into the Grade of Lecturer (selection grade)/ Asst. Professor, the minimum length of service as Lecturer (senior scale) shall be uniformly five years.

For movement into grades of Asst. Professor and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go upto to the level of Lecturer (selection grade).

An Asst. Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

The selection committees for Career Advancement shall be the same as those for direct recruitment for each category.

(B) Lecturer (Senior Scale)

A lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has:

- (i) Completed 6 years of service after appointment as Lecturer with relaxation of one year and two years, respectively, for those with M. Phil, M. E/ M. Tech., and Ph.D.
- (ii) Participated in summer/winter schools of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE).
- (iii) Consistently satisfactory performance appraisal reports.

(C) Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a Ph. D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfils the other criteria given below for the post of Asst. Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through Research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Asst. Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Asst. Professor and if found suitable, could be given the designation of Asst. Professor.

(D) Assistant Professor

A lecturer in the senior scale will be eligible for promotion to the post of Asst. Professor if she/he has:

- (i) Completed 5 years of service in the senior scale.
- (ii) Obtained a Ph. D degree or has equivalent published work.
- (iii) Made some mark in the areas of research, quality of publications, contribution to education innovation, design of new courses and curricula and extension activities.
- (iv) After placement in the senior scale participated in winter / summer schools (short term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified / approved by the All India Council for Technical Education (AICTE).
- (v) Possesses consistently good performances appraisal reports.

Promotion to the post of Asst. Professor will be through a process of selection by a

selection committee to be set up under the Statutes/ordinances of the concerned institute of the University/university or other similar Committees set up by the appointing authorities.

(E) Professor

In addition to the sanctioned position of Professors, promotions may be made from the post of Asst. Professor after 8 years of service as Asst. Professor.

The selection committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Asst. Professor to Professor, the method of promotion may be followed:

The candidate should present herself/himself before the selection committee with some of the following:

- (a) Self appraisal reports
- (b) Research contribution, books, articles, etc published (at least four papers in journals required)

The best three written contributions of the papers (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the applications.

- (c) Seminars/conferences attended. Must have attended at least 4 seminars/conferences at national or international level or must have attended summer/winter schools (short-term course) of total duration of 4 weeks.
- (d) Significant contribution to teaching/ academic environment/ institutional corporate life.
- (e) Adequate extension and field outreach activities.
- (f) Development of course material / monographs.
- (g) Participation in Continuing Education Programmes.
- (h) Any other academic contributions.

- (F)** The requirement of consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (senior scale) and from Lecturer (senior scale) to Lecturer (selection grade)/ Asst. Professor.

The requirement for completing the courses would be as follows:

- (i) For Lecturer to Lecturer (senior scale), summer / winter schools courses of total duration of 4 weeks would be compulsory.
- (ii) Summer/ Winter schools courses of total duration of 4 weeks for Lecturer (senior scale) to Lecturer (selection grade)/ Asst. Professor.
- (iii) The senior teachers like Asst. Professor/ Lecturer (selection grade) and

Professors may opt to attend four seminars/conferences in their subject area and present papers as one aspect of their promotion selection to higher level or attend AICTE approved summer/winter schools to be offered by various approved institutions.

F (G) The Career Advancement Scheme for the faculties of Institute of Technology, Institute of Pharmacy, Institute of Diploma Studies and Institute of Science, as the case may be, will as follows:

- i) The existing Lecturers who are having Ph.D. and where Ph.D. is not the minimum basic qualification, will be awarded the scale of Sr. Lecturer, i.e. Rs. 10,000-325-15,200;
- ii) The existing Asst. Professors, who have completed 3 years of service as Asst. Professor, will be upgraded as Associate Professor in the scale of Rs. 14,100-420-18,300, *except* for the Institute of Diploma Studies.
- iii) The above incentives will be granted after following the process of screening as to be decided by the Director (NU).

5.3 Career Advancement for faculty working at the Institute of Diploma Studies

(a) Career Advancement provides for movement of :

- (i) Lecturer to Lecturer (Senior Scale)
- (ii) Senior Lecturer/ Lecturer (Senior Scale) to Lecturer (Selection Grade)

(b) For promotion under Career Advancement scheme:

- (i) the candidate must have consistently satisfactory performance appraisal reports,
- (ii) assessment and selection would be made by a Selection Committee, as required for normal selection by respective institution,
- (iii) the prescribed teaching/contact hours of a teacher selected/ promoted under the Career Advancement Scheme shall remain the same as that of the substantive post he/she is occupying.

(c) Lecturer (Senior Scale)

A lecturer will be eligible for placement as Lecturer (Senior Scale), through a process of selection if he/she has:

- (i) completed 6 years of service after regular appointment as a lecturer, with relaxation of 2 years for those with Ph.D. and one year for those with M. Phil/ M. E./ M. Tech.,
- (ii) participated in one orientation course/induction training and one refresher course or industrial training of aggregate duration of 8 weeks, or has undertaken other appropriate continuing education or training programmes of comparable quality and duration as may be specified or approved by AICTE. Those with Ph.D. degree would be exempted from these course/training requirements.

^F Amended by addition vide notification no. NU-1295 dated 30.10.2006, BoG mtg.-13.10.2006, reso. 6

(d) Lecturer (Selection Grade)

A Senior Lecturer/Lecturer (Senior Scale) who has a Master's degree and 5 years' experience as Senior Lecturer or Lecturer (Senior Scale), and has consistently satisfactory performance appraisal reports will be eligible to be placed as Lecturer (Selection Grade), subject to the recommendation of the Selection Committee.

(e) Counting of qualifying service for Career Advancement:

(i) Counting of Service within the present institution

The duration of service in a temporary capacity/contract appointment/adhoc appointment/leave vacancy can be counted for placement to Senior Scale/selection Grade provided that:

- (a) the tenure of such appointment was one year or more than one year, without any break;
- (b) the incumbent was appointed on the recommendations of a Selection Committee constituted in accordance with the prescribed selection procedure as laid down by the concerned Board of Governors / Institution's regulations / Directorate of Technical Education / State Government / Central Government;
- (c) the concerned lecturer possessed the minimum qualifications prescribed by AICTE for appointment as lecturers;
- (d) the incumbent was selected to the regular post in continuation of service in a temporary capacity / contract appointment /adhoc appointment / leave vacancy without any break.

(ii) Counting of service outside the Institution

Previous continuous services as a lecturer or equivalent in college, national laboratory or other scientific organizations such as PRL, ISRO, CSIR, ICAR, DRDO other State Govt. bodies etc. or in any public sector industrial undertaking, may be counted for placement in senior scale/selection grade provided that:

- (a) the posts were in an equivalent grade/scale of pay as the post of lecturer;

the qualifications for the posts were not lower than the qualifications proscribed by AICTE for the post of lecturer;
- (b) the posts were filled in accordance with the prescribed selection procedures as laid down by the Board of Governors/Institution's regulations/ Directorate of Technical Education / State Government / Central Government;
- (c) adhoc service/service in contract appointment/leave vacancy was

of a continuous duration of not less than one year and further provided that:

(i) the incumbent was appointed on the recommendation of a duly constituted selection committee; and

(ii) the incumbent was selected to the regular post in continuation of the adhoc/contract/temporary appointment.

(d) the concerned lecturer has possessed all the minimum qualifications prescribed by AICTE for appointment as lecturers.

^G(f) (i) The existing Lecturers who are having Ph.D. and where Ph.D. is not the minimum basic qualification be awarded the scale of Sr. Lecturer, i.e. Rs. 10,000-325-15,200;

(ii) The above incentives be granted after following the process of screening as to be decided by the Director (NU).

^H 5.4 The Career Advancement Scheme for the Faculties working in the Institute of Management:

(i) The existing lecturers who are Ph.D. and have completed 2 years' experience as Sr. Lecturer, be upgraded as *Asst. Professor* in the scale of Rs. 12,000-420-18,300;

(ii) The existing Asst. Professor who have completed 3 years of service in the scale of Asst. Professor and having Ph.D., be promoted as *Associate Professor* in the scale of Rs. 16,400-450-20,000;

(iii) The existing Asst. Professor having Ph.D. and total teaching experience of 5 years, out of which 2 years as Asst. Professor, be also promoted as *Associate Professor* in the scale of Rs. 16,400-450-20,000;

(iv) The existing Associate Professor having 3 years' experience in the scale of Associate Professor or who has crossed the *basic pay* of Rs. 18,400/- in the scale of Associate Professor, and having Ph.D., be upgraded as *Professor* in the scale of Rs. 18,400-500-22,400;

(v) The above incentives be granted after following the process of screening as to be decided by the Director (NU).

6.1 Evaluation / Performance Appraisal, Workload, Job Responsibility, etc.

The performance of faculties appointed on regular basis will be assessed at two stages viz. (i) during probation and, (ii) after confirmation.

^G Amended by addition vide notification no. NU-1295 dated 30.10.2006, BoG mtg.-13.10.2006, reso. 6

^H Amended by addition vide notification no. NU-1296 dated 30.10.2006, BoG mtg.-13.10.2006, reso. 6

- (i) During probation:
During probation the faculty will be required to submit his performance appraisal duly filled in which will be evaluated at the interval of every six months. This evaluation shall be in the prescribed proforma where the faculty will give his own self-assessment. The HoD will give his own observation as reporting officer and the Director or the Principal will review the document submitted by the Reporting officer.
- (ii) If any deficiency is notified in any item the reviewing officer will convey the same to the teacher concerned with a view to give him scope to improve the said deficiency.
- (iii) Before one month from the expiry of the probation period the Director / Principal as the case may be, will make his recommendation about confirmation to the Vice President / Director (NU) .

6.2 Evaluation after confirmation

Even after confirmation the performance of the faculty will be constantly assessed on the same line as envisaged in the foregoing Para only change will be that instead of six months the said assessment will be done annually. This annual report will be considered for the benefit to be awarded under career advancement scheme, upward promotion even by direct selection and for other incentives.

6.3 Evaluation of other staff

Similarly on the lines for faculty the evaluation of the other employees also will be done.

6.4 (a) Workload for faculty working in the Institutes *other than* Institute of Management and Institute of Diploma Studies:

Workload of a teacher shall not be less than 40 hours a week, of which teaching-contact hours should be as follows:

Director	4 hours / week
Professors	12 hours / week
Assistant Professors	14 hours / week
Lecturers	16 hours / week

(b) Work load for faculty working in Institute of Diploma Studies

Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:

Principal	6 hours/week
Heads of Department(s) Lecturers (Selection Grade)	14 hours/week
Senior Lecturers/Lecturers (Senior Scale)	16 hours/week

The detailed job responsibilities for all the teachers as shown in (a) and (b) will be decided from time to time on the lines of AICTE/ UGC.

The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme for (a) and (b) shall remain the same as those of the substantive post they occupy.

The Work plan of teachers covered under (a) and (b) shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

- (c) The workload and the job responsibilities for the teachers working in the Institute of Management will be normally on the lines of Indian Institute of Management pattern. However, the same will be decided by the Dean of the Faculty on the approval of the Director (NU).
- (d) Provided however, that the provision mentioned above regarding scale of pay, career advancement scheme, workload etc. shall be subject to revision, on the basis of the guidelines of the AICTE/ UGC from time to time.

7. Holidays, Leave and Vacation for the Staff of University and its various Institutes:

7.1 Holidays

The Institutes of the University will observe public holidays and restricted holidays in a calendar year as fixed by the Government of Gujarat from time to time.

7.2 Vacation

The faculties shall be entitled for winter and summer vacation as prescribed from time to time by the Heads of the Institution, which will be on the basis of the norms to be prescribed by the Director (NU)/ Vice President from time to time.

7.3 Leave

The employees of University and its various Institutes of the University may be sanctioned leave as shown below. This will be subject to the condition that leave can not be claimed as a matter of right and when the exigencies of the Institutes of the University so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority.

1. Casual Leave:

- (a) Casual leave admissible to teachers will be 8 and for other staff will be 12 days for a calendar year subject to the condition that normally not more than six days casual leave may be allowed at any one time.
- (b) Casual leave cannot be combined with leave of any other description.
- (c) Casual leave cannot be accumulated and leave not availed of during any particular calendar year shall lapse at the end of that year.

2. Special Casual Leave:

Special casual leave, not exceeding ten days in an academic year may be granted to a teacher:

- (a) to conduct examination of a university/ Public Service Commission/ board of examination or other similar bodies/institutions; and
- (b) to inspect academic institutions attached to a statutory board, etc.

Note: (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above taken place, will be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted:

- (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
- (b) to a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (c) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

7.4 Duty Leave may be granted for:

- (i)
 - (a) attending conferences, congresses, symposia and seminars on behalf of the institute of the University or with the permission of the Competent Authority.
 - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the institute of the University, and accepted by the Institute of the University.
 - (c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute of the University;
 - (d) participating in a delegation or working a committee appointed by the Government of India, State Government, the University Grants Commission / AICTE a sister university or any other academic body, and;
 - (e) for performing any other duty of the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

7.5 **Earned leave**

(a) Earned leave for teachers

Earned leave admissible to a teacher shall be:

- (i) 1/30th of actual service including vacation plus
- (ii) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

Note: (I) For the purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(II) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

- (iii) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- (iv) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
- (v) Earned leave not exceeding 300 days may be encashed at the time of retirement.

(b) EL for other staff:

- (a) The other staff will be entitled for thirty days earned leave on completion of one year service. The earned leave will be credited in advance at the rate of 15 days on 1st January and 1st July every year. The employee who joins between these two periods, the calculation will be at the rate of 2½ days per month.

- (b) The earned leave can be accumulated up to 300 days and can be encashed at the time of retirement or death.
- (c) The employee who resigns or is terminated shall be allowed to encash earned leave upto half the balance or 150 days whichever is less.

7.6

(a) Half-pay Leave:

Half pay leave admissible to an employee shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical ground or for private affairs or for academic purpose.

(b) Commutated Leave:

Commutated leave, not exceeding half the amount of half pay leave due may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 300 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due ; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

The faculty will be eligible to encash commuted leave at the time of retirement subject to condition that the encashment of total shall be limited to 300 days i.e. (Earned leave + commuted leave). The faculty who resigns / terminated shall also be eligible for encashment of half the earned leave and commuted leave in credit subject to the ceiling of 150 days.

7.7

Extraordinary Leave:

- (i) A permanent employee may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the employee applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where it is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or

rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or on assignment for technical academic work of importance.

(iii) Extraordinary Leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

7.8 Leave Not Due:

(i) Leave not due, at the discretion of the sanctioning authority be granted to a permanent employee for a period not exceeding 360 days during the entire period of service out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) Leave not due shall not be granted unless it is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.

(iii) An employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

7.9 Study Leave for Faculty:

(i) Normally the study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education. The paid period of study leave should be limited to 3 years, but 2 years may be given in the first instance extendable by one more year, if there is adequate progress as reported by the research Guide. Care should be taken that the number of teachers given study leave, does not exceed the

stipulated percentage of teachers in any department.

- (ii) Study leave shall be granted by the Management on the recommendation of the concerned Head of the Institute of the University. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (iii) 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.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) 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 Management. When the course of study falls short of study leave sanctioned the teacher shall resume duty on the conclusion of the course study unless the previous approval of the Management to treat the period of shortfall as ordinary leave has been obtained.
- (vi) Subject to the provision of sub-clauses (vii) and (viii) below, study leave may be granted on full pay.
- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/ fellowship would offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service may be eligible to the benefit of the annual increment(s) which he/ she shall however be eligible or receive arrears of increments.
- (x) Study leave shall count as service for contributory provident fund, provided the teacher joins on the expiry of his/her study leave.

- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the Institute of the University for a continuous period as decided by the Managing Trustee to be calculated from the date of his/her resuming duty after expiry of the study leave. However this period varies on the basis of the duration of the leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the management, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xii) above and (xiv) below and give security of immovable property or a fidelity bond of an insurance company or a guarantee by a scheduled bank or of any kind of security to the satisfaction of the management and furnish security of two sureties one of which is a permanent teacher of the institute of the University for the amount which might become refundable to the management in accordance with the bond.
- (xiv) The teacher shall submit to the Executive Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Executive Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Executive Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

7.10 Sabbatical Leave / Academic Leave for Faculty:

- (i) Permanent, whole time teachers of the university who have completed seven years of service as Lecturer Selection Grade/ Asst. Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
Provided further that sabbatical leave shall not be granted 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.
- (iv) 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.

- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) 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.

Note: (1) The programme to be followed during sabbatical leave shall be submitted to the management for approval along with the application for grant of leave.

(2) On return from leave, the teacher shall report to the management the nature of studies, research or other work undertaken during the period of leave.

7.11 Maternity/ Paternity Leave:

- (i) Maternity leave on full pay may be granted to a woman teacher/ employee who has completed one year of service for a period not exceeding 135 days, can be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher/ employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted, if the request is supported by a medical certificate.
- (iii) **Paternity Leave:**
Paternity leave of 15 days may be granted to male employee during the confinement of their wives, provided, the limit is up to two children.

Provided however that the above leave rules will be subject to the amendments to be made by the Government of Gujarat from time to time.

7.12 In any exceptional cases, the Board of Governors may make any relaxation in the rules.

8. Medical Facilities

- ¹ (i) **Medical Allowance:** The employees will be entitled upto *one* Basic Salary per annum for re-imbursement of expenditure incurred as *outdoor* patient for self and/ or their dependent family members,
- (ii) **Mediclaim:** The premium will be paid by the University under group medical insurance scheme, ranges from Rs.2.00 lacs - Rs.5.00 lacs. for employees and their dependent family members depending upon the category as under which will take care about their treatment as indoor patient.
- a) Asst. Professor and above and their equivalent - Rs. 5.00 lacs
b) Lecturers and above but below Asst Prof and equivalent - Rs. 4.00 lacs
c) Superintendent & equivalent - Rs. 3.00 lacs
d) Others - Rs. 2.00 lacs

9. TA / DA:

Employees of various Institutes of the University travelling on outstation duty will be paid TA/ DA at the following rates:

9.1 Daily allowance

- (i) When the employee stays in Government/ Public sector guest house or makes his own arrangements:

Pay range	Localities other than mentioned in column (3), (4) and (5) (Rs.)	B-1 class cities and expensive localities (Rs.)	A class cities and specially expensive localities (Rs.)	A-I class cities (Rs.)
(1)	(2)	(3)	(4)	(5)
Rs. 16,400/- and above	135	170	210	260
Rs. 8000/- & above but less than Rs. 16400/-	120	150	185	230
Rs. 6500/- and above but less than Rs. 8000/-	105	130	160	200
Rs. 4100/- and above but less than Rs. 6500/-	90	110	135	170
Below Rs. 4100/-	55	70	85	105

¹ Amended by addition vide noti. No. NU-1869 dated 8.11.2007, BoG mtg.-30.10.2007, reso.-4

Names of the cities covered under different categories:

‘A-1’ cities: Delhi, Mumbai, Chennai , Kolkata

‘A’ cities: Hyderabad, Ahmedabad, Bangalore

‘B-1’ cities: Surat, Vadodara, Indore, Bhopal, Pune, Nagpur, Ludhiana, Jaipur, Lucknow, Kanpur

- (ii) When the employee stays in a hotel or other establishment providing boarding and / or lodging at scheduled tariffs:

Pay range	Localities other than mentioned in column (3),(4) and (5) (Rs.)	B-1 class cities and expensive localities (Rs.)	A class cities and specially expensive localities (Rs.)	A-I class cities (Rs.)
(1)	(2)	(3)	(4)	(5)
Rs. 16,400/- and above	335	425	525	650
Rs. 8000/- and above but less than Rs. 16400/-	225	330	405	505
Rs. 6500/- and above but less than Rs. 8000/-	200	250	305	380
Rs. 4100/- and above but less than 6500/-	130	160	195	245
Below Rs. 4100/-	65	85	100	125

Full daily allowance will be paid for days spent outside the headquarters (more than 12 hours), whether in journey or at the place of tour. But half daily allowance will be admissible for the days, if the period spent outside the headquarter is upto 12 hours but more than six hours and, 30% when the period is more than 3 hours but upto six hours. No DA shall be paid if the period out side head quarter is three hours or less.

9.2 Travelling entitlement:

- (i) The entitlement of mode of travel on official tour (by air or rail):

<u>Pay range</u>	<u>Entitlement</u>
Rs. 18400/- and above	Air economy (i.e., 'y') class by national carrier or AC-I class by train at their option
Rs. 16400/- and above but less than Rs. 18400/-	AC-I class by train
Rs. 8000/- and above but less than Rs. 16400/-	II AC II tier sleeper
Rs. 4100/- and above but less than Rs. 8000/-	First class / AC III tier sleeper / AC chair car
Below Rs. 4100/-	Second sleeper class

(ii) Expenses for road journeys:

- (i) Journey from residence to railway station / airlines office and back;
- (ii) Journey from railway station / airlines office to place of halt and back; and
- (iii) Any other trips for official duty at the place of halt.
- (iv) If the journey at (i) is performed by private car, mileage allowance at prevailing rate can be claimed.

If the journey is performed by a bus, actual bus fare will be paid.

- (v) The rail fare charges should be either that of the class to which one is entitled or that by which one actually travelled, whichever is less.
- (vi) If a private car or taxi is used between routes readily accessible by rail or air, the travelling allowance paid will be subject to the maximum admissible if the journey was performed by the authorized mode of travel.
- (vii) For journeys on official duty performed by private car or taxi in Ahmedabad mileage allowance will be admissible at the prevailing rate. For journeys performed by auto rickshaw or bus actual expenses will be admissible.
- (viii) For outstation tours, travelling advance may be given to an employee of the Institute of the University to cover return air or rail fare by the class to which he/ she is entitled. The advance will be adjusted against the travelling allowance claim.
- (ix) The following procedure is to be followed for undertaking tour and payment of TA claims.
 - (a) For outstation tour, the employees should obtain the approval from the Director/ Principal/ Executive Registrar as the case may be. After returning from tour the bills in prescribed form should be sent to the Executive Registrar.
 - (b) While countersigning, the countersigning authority will satisfy himself about the necessity of the journey performed and also the mileage allowance and actual expenses claimed in the bill. The prescribed proforma will be used for sending their bills to the Executive Registrar.

9.3 Leave Travel Concession:

- (a) Leave Travel Concession is admissible to regular employees of the Institute of the University who have completed one year of service and their family for the journey performed by self or by the family. The concession is admissible once in four calendar years for visiting hometown and a place anywhere in India specified before availing of the same limited to 3000 k.m. one way (i.e. 6000/- k.m. total). The block for the purpose of this shall be the calendar year 1996-99 the next will be 2000-2003 and so on. However if the concession is availed in first two years of the specified block of four years, he / she will not be entitled for the concession to any where in India during first two years of the block.
- (b) The employees and their families who are unable to avail themselves of the concession in a block of four years may be permitted to avail of the concession before the end of the first year of the next block in the event of the return journey falling in the succeeding calendar year the concession should be counted against the year in which the outward journey commenced.
- (c) "Home town" means the permanent home town as given in the applications of the employees or such other place as declared by them supported by reasons such as ownership of immovable property, permanent residence of near relatives. The declaration of hometown once made shall be treated final but in exceptional case, the Institute of the University may authorize one change during the career of an employee on the individual merits of the case.
- (d) "Family" for the purpose of leave travel concession means - an employee's wife or husband as the case may be, residing with the employee and two surviving children or step children irrespective of whether they are residing with the employee or not. In addition, it also includes parents, step mother, unmarried sisters, brothers and married daughters who have divorced, abandoned or separated from their husbands, if residing with and wholly dependent upon the employee. Widowed sister is also included if residing with and wholly dependent upon the employee (provided her father is either not alive or is himself dependent on the employee).
- (e) Not more than one wife is included in the term "Family" for the purpose of leave travel concession.
- (f) The entitlement of travel allowance shall be the same as for the travel on official tour.
- (g) In respect of places which are not connected by rail, the employees may travel by steamer/ air where an alternative means of travel is either not available or is more expensive. In such cases the Institute of the University bears the same proportion of cost as in the case of rail journeys.
- (h) The liability of the Institute of the University for the cost of railway fare between Ahmedabad and the home town or a specified place other than the home town is limited to the share of the fare by the shortest route calculated on a through ticket basis.

- (i) The concession is restricted to journeys within India.
- (j) The concession is admissible only in the case of journeys performed by the employee during regular leave or casual leave as the case may be irrespective of their duration. In the case of the faculty the vacation is treated as leave for the purpose of this concession. The condition of leave shall not apply to the journeys performed by the members of the families of the employees.
- (k) The employee should inform the Executive Registrar with the approval of the leave before undertaking journeys for which the concession under this scheme is claimed. They should produce evidence of their having actually performed the journeys as claimed by them.
- (l) To enable the employees to avail of the concession, they may be granted an advance limited to 75% of the estimated amount which the Institute of the University would have to reimburse in respect of the cost of journey both ways to the home town or any specified place and back, whether the employees and members of the family avail themselves of the concession separately. The advance shall have to be refunded if the outward journey is not commenced within 60 days of the grant of advance. The travelling allowance claimed in adjustment of the advance should be sent to the accounts department within one month of the completion of the return journey.

The Director (NU)/ Vice President may relax any of the above rules in exceptional cases.

10. Retirement, Provident Fund, Gratuity etc.:

10.1 Retirement

- (a) ^J The age prescribed for retirement on superannuation is 65 years for the faculty members of all the institutions and 60 years for other employees of the University and its institutions.

However, a screening of non-teaching employees be done at the age of 58 years and, only after screening; to be made by a committee to be constituted by the Director General (NU)/ Vice President, the decision about continuing them upto 60 years shall be decided by the appointing authority, based on the recommendation of the Committee.

- ^J Re-employment may be considered to any employee (teaching or non-teaching) even after the age of superannuation, depending upon the exigencies of the University and, on the merits plus health of such employee by the appointing authority, on the recommendation of the Committee to be constituted by the Director General (NU) provided however that such re-employment so considered in case of teaching staff shall be upto the age of 70 years.
- (b) Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.

^J Amended by substitution vide noti. No. NU-1864-C dated 8.11.07, BoG mtg-30.10.07, reso.-6

- (c) Exception: An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.
- (d) The day of retirement on superannuation will be deemed as a working day.

10.2 Provident Fund and Pension Rules:

Every employee of the Institutes of the University shall be entitled for the benefit of Contributory Provident Fund under the Employees' Provident Fund Act, 1952 of Government of India, as amended from time to time along with the linked pension scheme. Some of the important salient features of the scheme are as under:

- (a) 12% of the salary, i.e. Basic+DA shall be deducted every month from the salary of an employee.
- (b) Equal amount shall be contributed by the Institute of the University
- (c) Out of the employer's contribution, 8.33% of the basic or of Rs. 6500/-, whichever is less, will be converted into pension fund.
- (d) The pension will be entitled on above lines only if he completes 10 years of service. Failing which, 8.33% contribution will be given to employee concerned. In short, if he does not complete 10 years of service, he will get full amount of EPF, i.e. his own 12% contribution, plus employer's 12% contribution plus interest as admissible from time to time.

10.3 Gratuity:

The employees of various Institutes of the University will also be eligible for gratuity as per provision of the Payment of Gratuity Act, 1972.

The main components of this benefit are as under:

- (1) Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years as under:
 - (a) on his superannuation, or
 - (b) on his retirement or resignation, or
 - (c) on his death or disablement due to accident or disease.

Provided that the completion of continuous service of five years shall not be necessary where termination of the employment of any employee is due to death or disablement:

Provided further that in the case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination has been made, to his heirs, and where any such nominees or heirs is a minor, the share of such minor, shall be deposited with the controlling authority who shall invest the same for the benefit of such minor in such bank or other financial institution, as may be prescribed, until such minor attains majority.

- (2) For every completed year of service or part thereof in excess of six months, the institute of the University shall pay gratuity to an employee at the rate of 15 days' wages based on wages last drawn by the employee concerned.

10.4 Other Perks

- (i) Children Education Allowance: All the employees will be paid Rs. 750/- p.m. or actual, whichever is less, for their children studying up to 11th and 12th, and Rs. 1000/- p.m. or actual, whichever is less, for their children studying at higher education level.
- (ii) Performance-based Increment: Every year; in addition to the regular increment, the Performance-based increment may be awarded on the recommendation of the Committee to be constituted by Director (NU)/ Vice President.

11. Regulations for Employees' Conduct:

- 11.1** (a) Every employee shall, at all times, maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (b) An employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless otherwise stated specifically in the terms of appointment, every employee is a full time employees of the Institutes of the University, and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on holidays and Sundays. These duties shall, *inter alia*, include attendance at meetings of committees to which he may be appointed by the Institute of the University or any of its authorities.
- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- 11.2** No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the institute of the University.
- No employee shall take part in any political activities of any kind, without prior approval of the Director (NU)/ Vice President.
- 11.3** No employee shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- 11.4** No employee of the Institute of the University shall, engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

^K Amended by addition vide noti. No. NU-1869 dated 8.11.2007, BoG mtg.-30.10.2007, reso.-4

11.5 An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Institution/ Section to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his duties in the University or its Institutes, unless he has obtained written permission to that effect from the Director General (NU)/ Vice President.

11.6 No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

11.7 (a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is delayed.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.

L (c) No employee shall indulge in any act of sexual harassment of any kind, which includes unwelcome sexually determined behaviour (whether directly or indirectly) such as:

(i) physical contact and advances;

(ii) a demand or request for sexual favours;

(iii) sexually coloured remarks;

(iv) showing pornography;

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature

12.1 So far as the provision covered under Regulations 7, 8 and 9 with regard to Leave, Medical facilities, TA/ DA & Leave Travel Concession respectively are concerned, if any specific provision is not covered under document, then the same will be applicable on the lines of similar rules made applicable to the employees of State Government, will *mutatis mutandis* be applicable to the University and its Institutions.

12.2 Notwithstanding anything contained in these Regulations of Employees' Conditions of Service and Conduct, the Board of Governors may relax any of the conditions mentioned in these Regulations, in exceptional cases.

^L Amended by addition vide notification no. NU-34 dated 10.4.2006, BoG mtg.-31.3.2006, reso.- 6